AUSTRALIAN CATHOLIC UNIVERSITY

User Manual
for the entry of

1. **HERDC-Eligible Research Publications**
2. **ERA Non-traditional Research Outputs (creative works)**
3. **University-only Research Publications**
4. **Non-affiliated publications**

into

ResearchMaster Publications Module

Version 16 – 22nd July 2015

Using this Manual

This manual has been written to support Research Data Collection Coordinators to enter data into the ResearchMaster system. If you have any queries while using this manual please contact Research Services on 03 9953 3157 or by email   res.performance@acu.edu.au

Table of Contents

1. Definitions

1.1 *"ACU member":* refers to any author who is or was an academic staff member or student of ACU when his/her work was published.

1.2 *"AOU":* refers to Academic Organisational Unit, for example, the School of Theology or the Centre for Early Christian Studies.

1.3 *"AOU Code":* refers to the 4-digit code which is used to identify a particular AOU.

1.4 *"External author":* refers to any author who is not an ACU member, and belongs to another university, institution or organisation.

1.5 *"HERDC checklist":* refers to the checklist which is used to track all verification materials for HERDC-eligible publications. Please refer to your Research Collection Manual.

1.6 *"HERDC coversheet":* refers to the coversheet which is attached at the front of all verification materials for HERDC-eligible publications. Please refer to your Research Collection Manual.

1.7 *"ISBN":* stands for International Standard Book Number. The ISBN number should be entered in the format XXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN number for the book with the title 'The Spiritual Dimension of Childhood')

1.8 *"ISSN":* stands for International Standard Serial Number. The ISSN number should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN number for the printed version of the Journal of Education and Work.)

1.9 *"Non-affiliated publication":* refers to research publications where the author affiliation is not to ACU, that is, research publications that Academic Staff authored during employment at previous universities or institutions.

1.10 *"School Code"* in the '*Publication Details 1*' tab: refers to the code of the Academic Organisational Unit (AOU) managing the publication, which is usually the AOU belonging to the Research Data Collection Coordinator (RDCC) responsible for collecting the publication. Otherwise, if there is no RDCC assigned to the AOU, the school code is the AOU of the first ACU staff member listed as an author on the publication.

1.11 *"Record"*: refers to the set of data stored for each publication.

2. Changing User Preferences, Control Desk Preferences, and your Password

2.1   Changing User Preferences

- Go to 'Settings'
- Click on 'User Preferences'
- A ResearchMaster Alert will pop up. Click on the 'OK' button.
- Click on the button 'Modify selected record' on the left hand side of the screen.
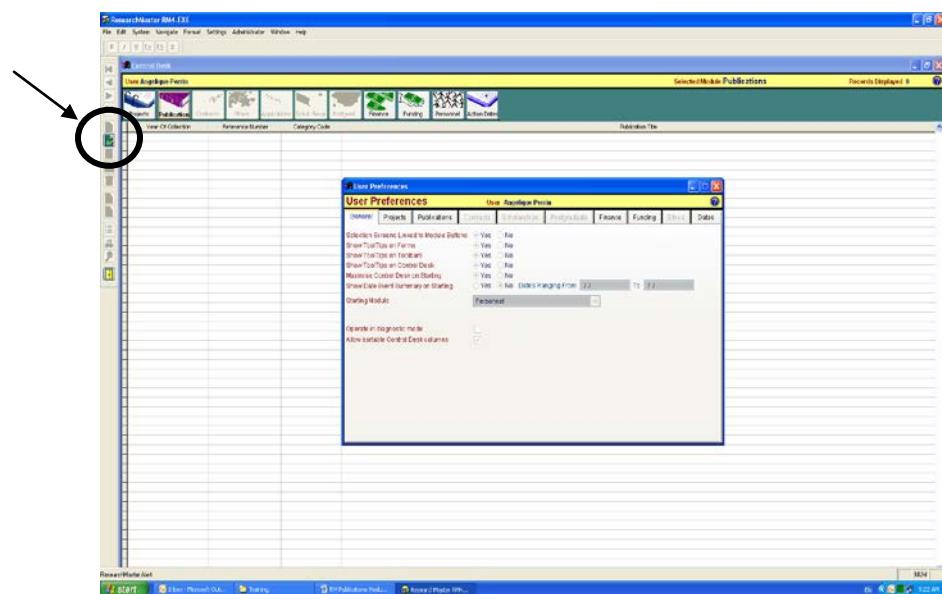
- Click on the drop down list of the *Starting Module* field, and select 'Publications'.
- Tick the box next to "Allow sortable Control Desk columns".

- Click on the 'Publications' tab as shown below.
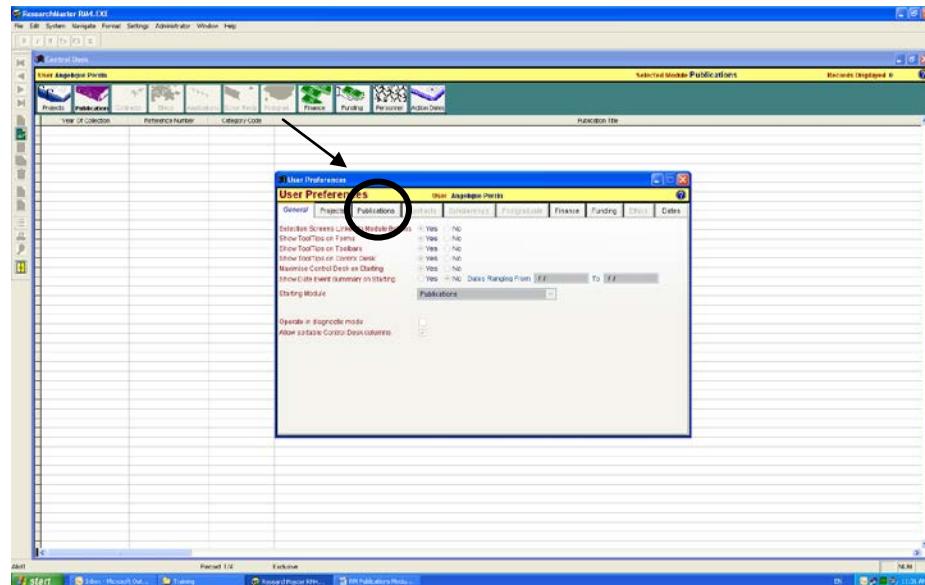
- Set the 'Default Publications Year' field as the current collection year.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'User Preferences' window.

2.2   Changing Control Desk Preferences

- Go to 'Settings'
- Click on 'Control Desk Preferences'
- Click on the 'Publications' tab
- Click on the button 'Modify selected record' on the left hand side of the screen.
- Click on the button 'Load all fields'.
  This will display all the fields which can appear on the 'Control Desk' window in the first pane.

- **To make the first ACU author available in a column of the 'Control Desk' window:**
  - ➢ In the 1st pane, click on the field 'Custom Info Field 3'.
  - ➢ Click on the button '>' (the one between the 1st and 2nd pane)
  - ➢ 'Custom Info Field 3' is now displayed in the 2nd pane.
  - ➢ In the 2nd pane, click on the field 'Custom Info Field 3'.
  - ➢ Bring your cursor into the field 'Edit Heading' at the bottom of the 2nd pane.
  - ➢ Erase 'Custom Info Field 3' and write 'First ACU author'.
  - ➢ Click on the 'Save' button on the left hand side of the screen.
  - ➢ Close the 'Control Desk Preference' window.

- **To select a particular field and allow it to be shown on the 'Control Desk' window:**
    - In the 1st pane, click on the field you wish to select.
    - Click on the button '>' (the one between the 1st and 2nd pane)
    - The field is now displayed in the 2nd pane.

- **To remove a field from the 'Control Desk' window:**
    - Click on the field you wish to remove in the 2nd pane.
    - Click on the button '<' (the one between the 1st and 2nd pane)
    - **Please Note:** if the field you wish to remove also appears in the 3rd pane, you need to remove it from the 3rd pane before you can remove it from the 2nd pane.

- Fields are listed on the 'Control Desk' window according to their position in the 2nd pane. **To change the order in which fields are listed on the 'Control Desk' window:**
    - In the 2nd pane, click on the field you wish to select.
    - Using the ↕ sign, move the field up or down according to your preference.
    - **Please Note:** The order of the columns can also be changed by clicking and dragging column headings on the 'Control Desk' window.

- **To customise the way in which records are sorted on the 'Control Desk' window:**
    - The records will be sorted according to the order in which fields appear in the 3rd pane.
    - Using the ↕ sign, move the fields up or down according to your preference.
    - You can also edit the sorting in ascending or descending order by clicking on the radio buttons below the 3rd pane.
    - **Please Note:** Items can also be sorted on the 'Control Desk' window by double-clicking the column headings. Double-clicking the extreme left column header (small grey box) on the 'Control Desk' window, resizes the column widths.
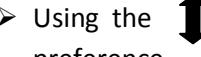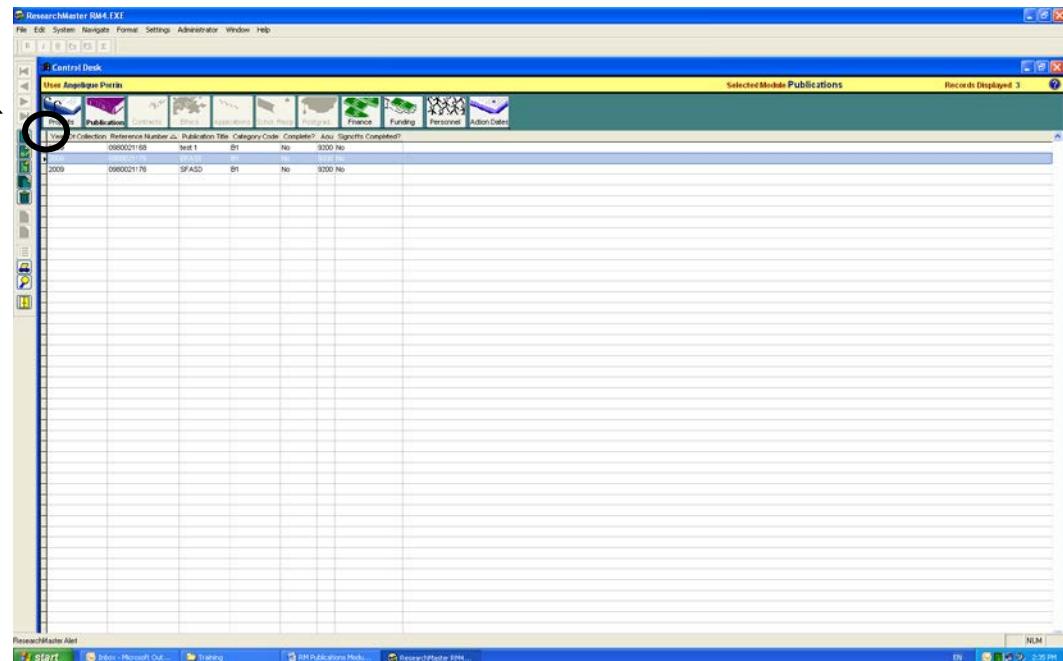
2.3   Changing your password

- Go to 'Settings'
- Select 'Change Password'
- In the field *Current Password*, enter your existing password
- In the fields *New Password* and *Repeat New Password*, enter your new password
- Press Enter on your keyboard to save your new password

3. Searching for an existing record

3.1 Setting the 'Control Desk' window as the active window

If you see that all the buttons on the left vertical menu bar are disabled, left-click on the blue horizontal area on the top of the 'Control Desk' window.
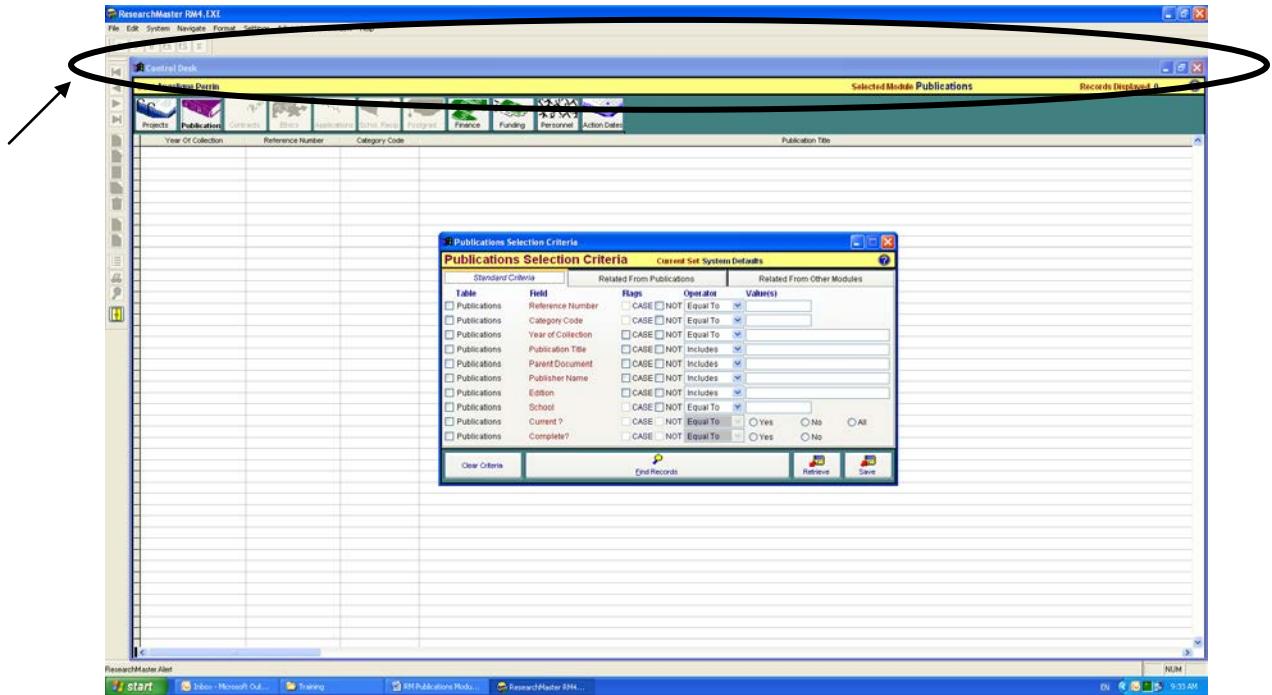
3.2 Finding a particular record

- Click on the 'Display find criteria screen' button on the left hand side of the screen.
  This will open the 'Publications Selection Criteria' window.
  In this window, you can see the fields you can use to refine your search.

- ➢ Use the *Reference Number* field to find a publication record if you already know its Reference Number.
- ➢ Use the *Category Code* field to find all the publication records in particular category: A1, B1, C1, E1, J1, J2, J3, J4.
- ➢ Use the *Year of Collection* field to find all the publication records collected for a particular year.
- ➢ Use the *Publication Title* field to find a publication record using its title.
- ➢ Use the *Publisher Name* field to find a publication record using its publisher.
- ➢ Use the *Edition* field to find a publication record using its edition number.
- ➢ Use the *School* field to find a publication record using its AOU code. You can also see all the publications recorded for a particular AOU using this field.
- If you would like to search by author, you will need to click on the 2nd tab of 'Publications Selection Criteria' window, which is the 'Related From Publications' tab.
  - ➢ In the first drop down list (under the title 'Table'), select 'Authors'.
  - ➢ In the second drop down list (under the title 'Field'), select the field with which you want to refine your search. For example, you could use the 'Surname' field.
- Once you have set your search criteria, click on the button 'Find Records'.

4. Creating a new record

4.1 Selecting the new record's category

- Set the 'Control Desk' window as the active window – see the instructions in 3.1.
- Click on the button "Create new record" on the left hand side of the screen. This will open the 'Publication Data Entry' window.
- You are now on the 'Publication Details 1' tab.
- For the *Collection Year* field, select the year which is indicated in the Collection Year field on the coversheet.
- For the *Category* field,

  Select **A1** for A1 HERDC Book

  Select **B1** for B1 HERDC Book Chapter

  Select **C1** for C1 HERDC Journal Article

  Select **E1** for E1 HERDC Conference Publication

  Select **J1** for J1 ACU Original Creative Work

  Select **J2** for J2 ACU Curated or Produced Substantial Public Exhibitions and Events

  Select **J3** for J3 ACU Live Performance of Creative Works

  Select **J4** for J4 ACU Recorded/Rendered Creative Work

  Select **A2** for A2 Book - Authored other

  Select **A3** for A3 Book - Edited

  Select **B2** for B2 Book Chapter – Other

  Select **C2** for C2 Journal Article – other refereed, scholarly

  Select **E2** for E2 Conference Publication – full paper, non-refereed

  Select **K1** for K1 Editing of refereed journal

  Select **K2** for K2 Editing of non-refereed journal

  Select **R1** for Other Externally Funded Research Projects

  Select **R2** for ACU Funded Staff Research Projects

  Select **R3** for Unfunded Staff Research Projects

  Select **P2** for Postgraduate Supervision of non-ACU HDR students

  Select **A1-N** for A1 Non-affiliated HERDC Book

  Select **B1-N** for B1 Non-affiliated HERDC Book Chapter

  Select **C1-N** for C1 Non-affiliated HERDC Journal Article

  Select **E1-N** for E1 Non-affiliated HERDC Conference Publication

  Select **J1-N** for J1 Non-affiliated ACU Original Creative Work

  Select **J2-N** for J2 Non-affiliated ACU Curated or Produced Substantial Public Exhibitions and Events

  Select **J3-N** for J3 Non-affiliated ACU Live Performance of Creative Works

  Select **J4-N** for J4 Non-affiliated ACU Recorded/Rendered Creative Work

4.2 Category A1 – HERDC Book

4.2.1 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your HERDC coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
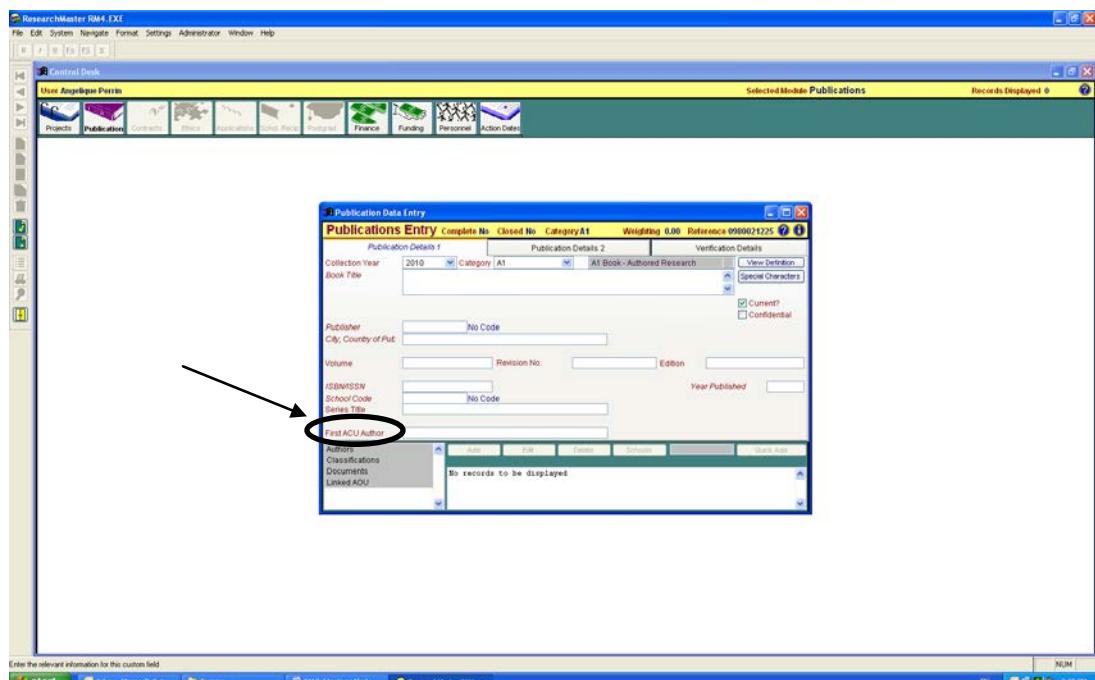
4.2.2 Bring your cursor into the *Book Title* field and type in the Book Title as it is written on your HERDC coversheet.

4.2.3 Bring your cursor into the *Publisher* field.
- The publisher has been highlighted and specified on the proof document.
- Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Publishers…' window.
- Click on the button 'Search for Publishers…'.
This will list all the publishers already stored in ResearchMaster.
Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:
  ➢ Select 'Category Name' in the 1st drop down list.
  ➢ Select 'Starts With' in the 2nd drop down list.
  ➢ Enter the first few letters of the publisher you are looking for.
  ➢ Click on the button 'Search for Publishers…'.

- Click on the publisher you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected publisher.
  Please Note: if the publisher you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.2.4 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as highlighted and specified on the proof document.

4.2.5 Bring your cursor into the *Volume No* field.
Type in the Volume No as highlighted and specified on the proof document.

4.2.6 Bring your cursor into the *Start Page Numbers* field. Enter 1.

4.2.7 Bring your cursor into the *End Page Numbers* field. Enter the Total No of pages as it is written on your HERDC coversheet.

4.2.8 Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.2.9 Bring your cursor into the *ISBN* field.
Enter the ISBN as highlighted and specified on the proof document.
The ISBN should be entered in the format XXXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN for the book with the title 'The Spiritual Dimension of Childhood')

4.2.10 Bring your cursor into the *Year Published* field.
Enter the year published as highlighted and specified on the proof document.

4.2.11 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your HERDC coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools...' window.
- Click on the button 'Search for Schools...'.
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
    - Select 'School Title' in the 1st drop down list.
    - Select 'includes' in the 2nd drop down list.
    - Enter some letters of the AOU written on the HERDC coversheet.

> ➢ Click on the button 'Search for Schools...'.
>> ▪ Click on the AOU you are looking for to select it.
>> ▪ Click on the button 'Return Selected Code'.
>> This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
> ➢ Select the publication record from the Control Desk window.
> ➢ Click on the 'View Selected Record' button on the left hand side of the screen.
> ➢ This will open the 'Publication Data Entry' window with the selected record.
> ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
> ➢ On the right pane, click on the School Code entry you wish to edit.
> ➢ Click on the 'Edit' button.
> ➢ Using the drop-down lists available, change the school code and school name.
> ➢ Click on the 'Save' button on the left hand side of the screen.

4.2.12 In the *Series title* field, type in the Series title as highlighted and specified on the proof document.

4.2.13 In the *Published Names* field, type in the name/s of the author/s **as written in the book**. If there is more than one author, separate each author's name by a comma.

4.2.14 Click on 'Publication Details 2' tab.

4.2.15 In the *Series Editors* field, type in the series editors as highlighted and specified on the proof document. You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

4.2.16 By using the Tab key on your keyboard, move to the *Project Code* field.
This field refers to the funded project details recorded at the bottom of your HERDC coversheet (just above the 'Declaration of Authorship').
> ▪ Click on the button "List data" on the left hand side of the screen to list the data available.
> This will open the 'Find Projects...' window.
> ▪ Click on the button 'Search for Projects...'.
> This will list the funded projects already stored in ResearchMaster.
> ▪ Click on the project you are looking for to select it.

- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected project.

4.2.17 Tick the box 'Evidence Received' provided that you have received all the items for Verification, as stipulated on your HERDC Checklist.

4.2.18 By using the Tab key on your keyboard, move to the *Date* field and enter today's date in dd/mm/yyyy format. (This date refers to the date that you are actually performing the data entry.)

4.2.19 Click on the 'Save' button on the left hand side of the screen.
This will bring you to the bottom part of the 'Publication Data Entry' field. This is the related data entry section.

4.2.20 Adding Authors
- In the related data entry section, select 'Authors' on the left pane.
- Click on the button 'Add' to input the author(s) as listed on your coversheet.
  This will open the 'Add Contributor Form' window.
  Please Note: You <u>must</u> enter all the authors listed on your coversheet, including the author you specified earlier in the field *First ACU Author.*
- Click on the 'Search' button.
  This will list all the persons already stored in ResearchMaster.
  Please Note: To facilitate and narrow your search, you are encouraged to use the *Surname* field in the search criteria.
- Click on the author you are looking for to select it.
- Click on the button 'Copy details to fields'
- For authors who are **ACU members**, you <u>must</u> use the 'Search' function (as explained above) to select the author. If the ACU member you are looking for is not in the list, please send an email to res.performance@acu.edu.au
- For **external authors**, you <u>must</u> still start by searching for the authors already in ResearchMaster. If the person is not in the list, click on the 'Create New Person' button.
  This will automatically generate the value in the *Contributor Code* field, and move the cursor to the *Surname* field.
  By using the Tab key on your keyboard to move across the fields, enter the *Surname, Given Name, Title*, and *Gender.*
  For the *Type Grouping* field, select **External** to mark the fact that this is an external author.
  Please Also Note: Internal authors who are now external authors and vice versa.

You can change their status through the *Type Grouping* field to match with what is stated on the publication.

You should afterwards, send an email to res.performance@acu.edu.au, to advise Research Services of the change you made to the author's type grouping.

- **If you have selected an external author**, move to 'Page 2' tab and then, bring your cursor into the *Ext.Organisation Code* field.
  - Click on the button "List data" on the left hand side of the screen to list the data available.
    This will open the 'Find Organisations...' window.
  - Click on the button 'Search for Organisations...'.
    This will list the organisations already stored in ResearchMaster.
  - Click on the organisation you are looking for to select it.
  - Click on the button 'Return Selected Code'.
    This will bring you back to the 'Add Contributor Form' window with the selected organisation.

  Please Note: if the organisation you are looking for is not in the list, please download and complete the External Organisation Request form available at
  http://www.acu.edu.au/research/support_for_researchers/research_master under Help and Resources.

- Click on the 'Save' button on the left hand side of the screen.
  This will bring you back to the 'Publications Data Entry' screen with the newly added author.
  Repeat the steps in **4.2.19** if you want to add another author.
- You can use the 'Quick Add' button to quickly add an author to the list if you already know the author's ResearchMaster code. Just bring your cursor into the white box on the left of the 'Quick Add' button. Then, enter the code and press on the 'Quick Add' button.
- You can use the 'Edit' button to edit the details of an author you have already entered.
- You can use the 'Delete' button to delete an author you have previously entered.

4.2.21 Linking the AOUs

- In the related data entry section, select 'Linked AOU' on the left pane.
  If you haven't recorded the school code in the top section of the publication record in 'Publication Details 1' tab, then you need to do the following:
  - Click on the 'Add' button.
    This will open the 'School Entry' window.
  - For the first ACU staff member listed, click on the button 'copy'.
    This will add an entry at the bottom of the 'School Entry' window.

- Adjust the percentage number (at the bottom of the 'School Entry' window) to 100%.
- Click on the 'Save' button on the left hand side of the screen.
  This will bring you back to the 'Publications Data Entry' screen with the linked AOU listed in the related data entry section.

4.2.22 Adding Classifications
- In the related data entry section, select 'Classifications' on the left pane.
- Click on the 'Add' button.
  This will open the 'Classification Details Entry' window.
- For the *Classification Type* field,
  for TOA, select 'ABS Type of Activity Code'
  for FOR, select 'ANZSRC Field of Research Codes'
  for SEO, select 'ANZSRC Socio Economic Objective Codes'
- In the Classification Code field, type in the 'CODE No' as it is written on your coversheet.
  Please Note: RM will accept only 6 digit FOR/SEO codes.
- In *Percentage* field, type in the % number as written on your coversheet.
- For each Type entered, tick the box 'Primary Code of this type' <u>only when entering the one with the highest percentage.</u>
  Please Note: If one Type holds only 2 codes, and both codes have 50% as percentage, you can make any one of these 2 codes become the primary code by ticking on the box 'Primary Code of this type'.

4.2.23 Once the Author(s) and Classifications have been added, close the 'Publications Data Entry' window.
- Click on the 'Display find criteria screen' button on the left hand side of the screen.
  This will open the 'Publications Selection Criteria' window.
- Click the button 'Find Records'.

4.2.24 Make the 'Control Desk' window become the active window. (See section 3.1 on page 9)
- Click on the publication record you just entered in order to select it.
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete'.
- **Update the Reference No generated by ResearchMaster on your HERDC coversheet and checklist.**

4.2.25 Click on the 'Verification Details' tab.

In School Level Verification:

- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date as the date that the author has signed off the HERDC checklist.

Click on the 'Save' button on the left hand side of the screen.

Close the 'Publication Data Entry' window.

4.3   Category B1 – HERDC Book Chapter

4.3.1 Perform the step at **4.1** on page 11.

4.3.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your HERDC coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
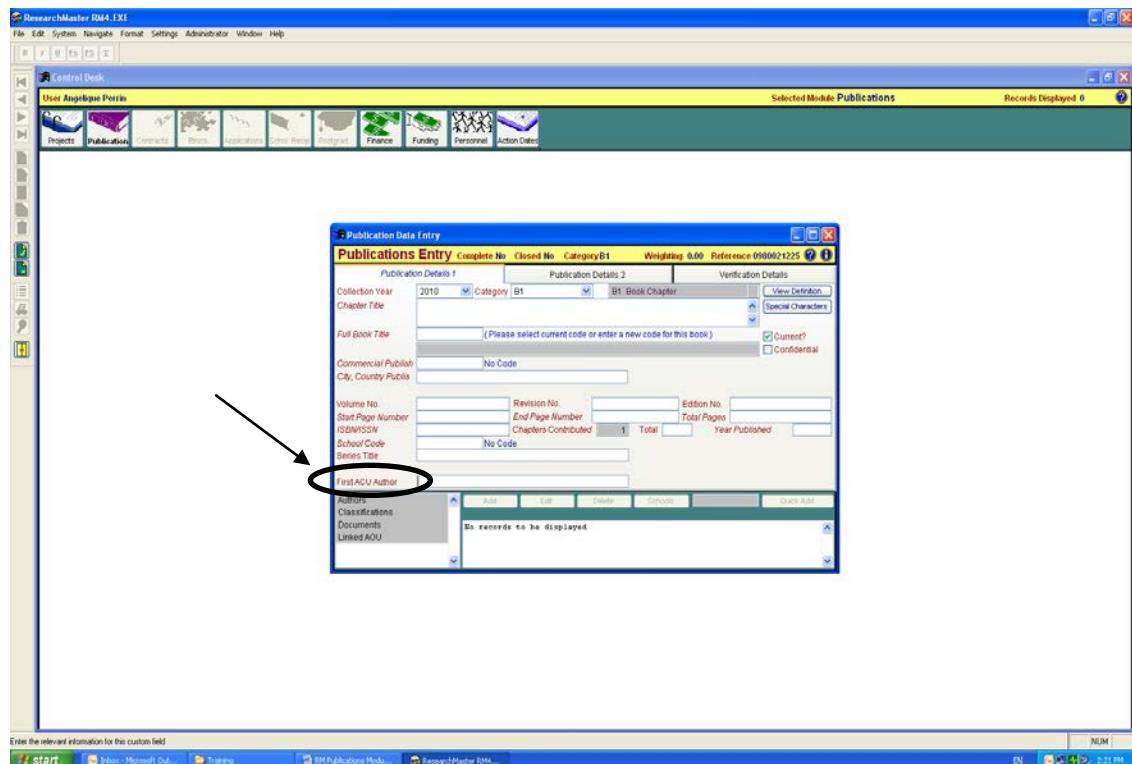
4.3.3 Bring your cursor into the *Chapter Title* field and type in the Chapter Title as it is written on the HERDC coversheet.

4.3.4 Bring your cursor into the field 'Full Book Title'.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Book Titles...' window.
- Click on the button 'Search for Book Titles...'.
  This will list the Book titles already stored in ResearchMaster.
  Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:

- ➢ Select 'Book Title' in the 1st drop down list.
- ➢ Select 'includes' in the 2nd drop down list.
- ➢ Enter some letters of the book title you are looking for.

Click on the button 'Search for Book Titles…'

- ▪ **If the Book Title you are looking for <u>is</u> in the list:**
    - ➢ Click on the book title you are looking for to select it.
    - ➢ Click on the button 'Return Selected Code'.
    - ➢ This will bring you back to the 'Publication Data Entry' window with the Full Book Title's code.
    - ➢ Press Tab on your keyboard and the Full Book Title will appear.
    - ➢ Go to **4.3.5**
- ▪ **If the Book Title you are looking for <u>is not</u> in the list**:
    - ➢ Click on the button 'Clear'.
    - ➢ Click on the button 'Search for Book Titles'.
    - ➢ Scroll down the end of the list.
    - ➢ Write down the last code number listed that is in the format 00000XXXXX, and click 'Cancel'.
    - ➢ This will bring you back to the 'Publication Data Entry' window.
    - ➢ Enter a new code for the book by continuing the numbering. For instance, if the last code number listed is 0000015283, you should enter 0000015284 as the new code to continue the order in which books are listed in ResearchMaster.
    - ➢ Press Tab or Enter on your keyboard.
    - ➢ On the ResearchMaster alert window, click on the button 'new book'.
    - ➢ This will bring you back to the 'Publication Data Entry' window.
    - ➢ Enter the Full Book Title as it is written on your HERDC coversheet.
    - ➢ Go to **4.3.5**

4.3.5 Bring your cursor into the *Commercial Publish* field.

- ▪ Click on the button "List data" on the left hand side of the screen to list the data available.

    This will open the 'Find Publishers…' window.

- ▪ Click on the button 'Search for Publishers…'.

    This will list all the publishers already stored in ResearchMaster.

    Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:
    - ➢ Select 'Category Name' in the 1st drop down list.
    - ➢ Select 'Starts With' in the 2nd drop down list.
    - ➢ Enter the first few letters of the publisher you are looking for.
    - ➢ Click on the button 'Search for Publishers…'.
- ▪ Click on the publisher you are looking for to select it.
- ▪ Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected publisher.

Please Note: if the publisher you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.3.6 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as highlighted and specified on the proof document.

4.3.7 Bring your cursor into the *Volume No* field.
Type in the Volume No as highlighted and specified on the proof document.

4.3.8 Bring your cursor into the *Revision No* field.
Type in the Revision No as highlighted and specified on the proof document.

4.3.9 Bring your cursor into the *Start Page Number* field.
Enter the Start Page No as it is written on your HERDC coversheet.

4.3.10 Bring your cursor into the *End Page Number* field.
Enter the End Page No as it is written on your HERDC coversheet.

4.3.11 Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.3.12 Bring your cursor into the *ISBN* field.
Enter the ISBN as highlighted and specified on the proof document.
The ISBN should be entered in the format XXXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN for the book with the title 'The Spiritual Dimension of Childhood')

4.3.13 Bring your cursor into the *Total* field.
Enter the total No of Chapters in the book as it is written on your HERDC coversheet.

4.3.14 Bring your cursor into the *Year Published* field.
Enter the year published as highlighted and specified on the proof document.

4.3.15 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your HERDC coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools…' window.

- Click on the button 'Search for Schools…'.
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
    - Select 'School Title' in the 1st drop down list.
    - Select 'includes' in the 2nd drop down list.
    - Enter some letters of the AOU written on the HERDC coversheet.
    - Click on the button 'Search for Schools…'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- Select the publication record from the Control Desk window.
- Click on the 'View Selected Record' button on the left hand side of the screen.
- This will open the 'Publication Data Entry' window with the selected record.
- Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- On the right pane, click on the School Code entry you wish to edit.
- Click on the 'Edit' button.
- Using the drop-down lists available, change the school code and school name.
- Click on the 'Save' button on the left hand side of the screen.

4.3.16 In the *Series title* field, type in the Series title as highlighted and specified on the proof document.

4.3.17 In the *Published Names* field, type in the name/s of the author/s of the book chapter **as written on the publication**. If there is more than one author, separate each author's name by a comma.

4.3.18 Click on 'Publication Details 2' tab.

4.3.19 In the *Book Editors* field, type in the book editors as highlighted and specified on the proof document. You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

4.3.20 Follow the instructions from **4.2.16** to **4.2.25**.

However, when you are at **4.2.20** and in the process of adding authors, you will need to consult your B1 coversheet, and check whether the ACU author has selected 'Yes' in Section A, no 2. (Is this your **Main Chapter** in the book?)

If the 'Yes' has been selected, you will need to tick Main Chapter in the 'Add Contributor Form' window, <u>for the internal author(s).</u>

4.4 Category C1 – HERDC Journal Article

4.4.1 Perform the step at **4.1** on page 11.

4.4.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your HERDC coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
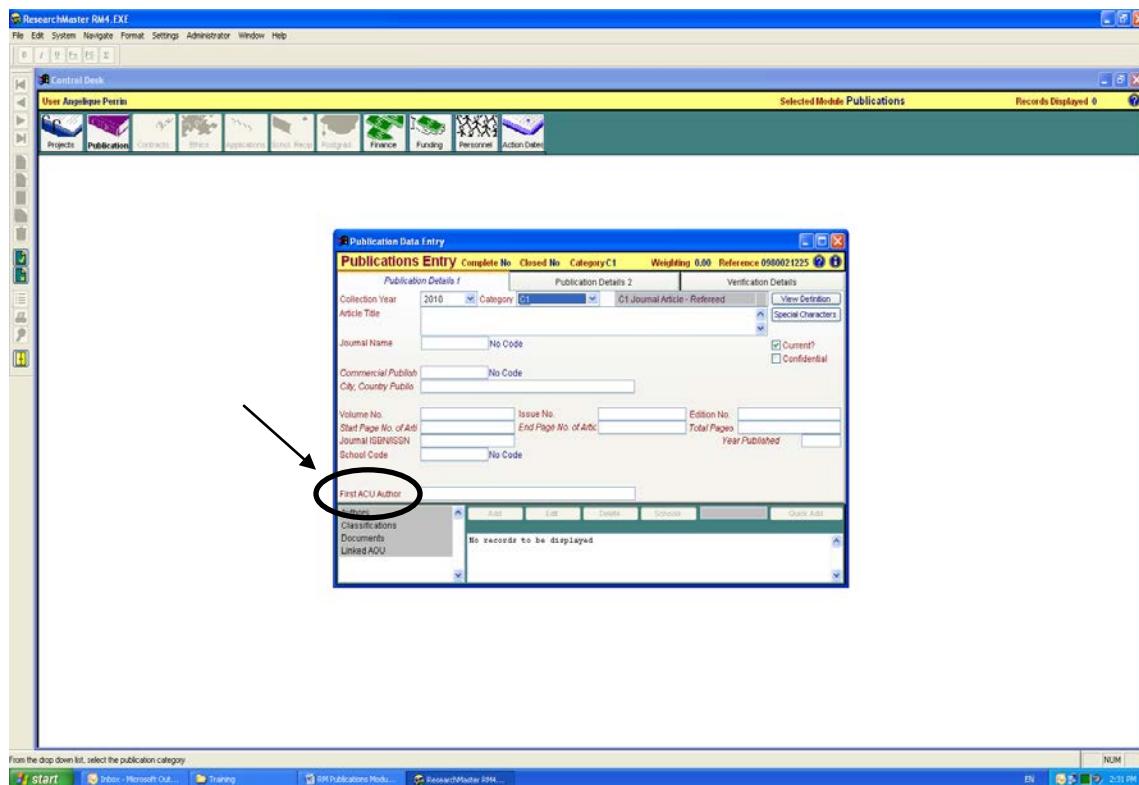
4.4.3 Bring your cursor into the *Article Title* field and type in the Article Title as it is written on the HERDC coversheet.

4.4.4 Bring your cursor into the *Journal Name* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Journals...' window.
- Click on the button 'Search for Journals...'.
  This will list the journals already stored in ResearchMaster.

Please Note: To facilitate and narrow your search, you are encouraged to use the *Category Name* field in the search criteria. Then, use the criteria 'starts with' and enter the first word or letters in the journal name you are looking for.

- Click on the journal you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected journal.

Please Note: if the journal you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.4.5 Bring your cursor into the *Publisher* field.
Type in the Publisher as highlighted and specified on the proof document.

4.4.6 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as highlighted and specified on the proof document.

4.4.7 Bring your cursor into the *Volume No* field.
Type in the Volume No as highlighted and specified on the proof document.

4.4.8 Bring your cursor into the *Issue No* field.
Type in the Issue No as highlighted and specified on the proof document.

4.4.9 Bring your cursor into the *Month* field.
Type in the month of publication of the journal, if available.

4.4.10 Bring your cursor into the *Start Page No of Article* field.
Enter the Start Page No as it is written on your HERDC coversheet.

4.4.11 Bring your cursor into the *End Page No of Article* field.
Enter the End Page No as it is written on your HERDC coversheet.

4.4.12 Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.4.13 Bring your cursor into the *ISSN* field.
Enter the ISSN as highlighted and specified on the proof document.
The ISSN should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN for the printed version of the Journal of Education and Work.)
Please note that ISSN in this field should match with the ISSN returned when you searched for the journal in the *Journal Name* field (**4.4.4**). If those 2 ISSNs don't match, please email res.performance@acu.edu.au.

4.4.14 Bring your cursor into the *Year Published* field.
Enter the year published as highlighted and specified on the proof document.

4.4.15 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your HERDC coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
  - ➢ Select 'School Title' in the 1st drop down list.
  - ➢ Select 'includes' in the 2nd drop down list.
  - ➢ Enter some letters of the AOU written on the HERDC coversheet.
  - ➢ Click on the button 'Search for Schools...'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
- ➢ Select the publication record from the Control Desk window.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.4.16 In the *Published Names* field, type in the name/s of the author/s of the article **as written on the publication**. If there is more than one author, separate each author's name by a comma.

4.4.17 Click on the 'Publication Details 2' tab

4.4.18 Bring your cursor into the *Proof of refereeing* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Proof of Refereeing...' window.
- Click on the button 'Search for Proof of Refereeings...'.

- Click on the Proof of Refereeing you are looking for to select it.
- Click on the button 'Return Selected Code'.This will bring you back to the 'Publication Data Entry' window with the selected Proof of Refereeing.

4.4.19 Bring your cursor into the *Journal Editors* field.
Enter the journal editors as it is written on your HERDC coversheet.

**4.4.20** Follow the instructions from **4.2.16** to **4.2.25.**

4.5 Category E1 – HERDC Conference Publication

4.5.1 Perform the step at **4.1** on page 11.

4.5.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s
of the first ACU author as it is written on your HERDC coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU
Author* field.
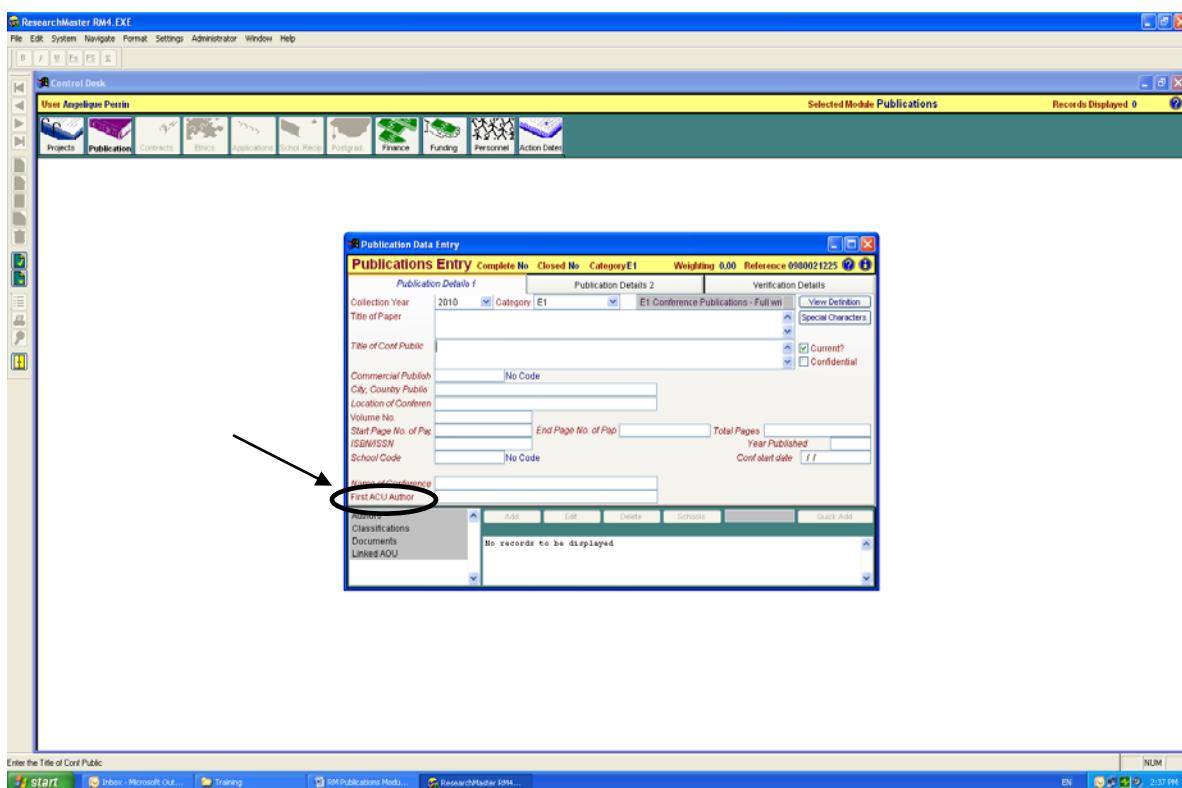
4.5.3 Bring your cursor into the *Title of Paper* field and type in the Title of Paper as it is written on
your HERDC coversheet.

4.5.4 In the *Title of Conf Public* field, type in the Title of the Conference Publication as highlighted
and specified on the proof document.

4.5.5 Bring your cursor into the *Publisher* field.
- ▪ Click on the button "List data" to list the data available.
  This will open the 'Find Publishers…' window.
- ▪ Click on the button 'Search for Publishers…'.
  This will list all the publishers already stored in ResearchMaster.

Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:

- ➢ Select 'Category Name' in the 1st drop down list.
- ➢ Select 'Starts With' in the 2nd drop down list.
- ➢ Enter the first few letters of the publisher you are looking for.
- ➢ Click on the button 'Search for Publishers...'.

- ▪ Click on the publisher you are looking for to select it.
- ▪ Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected publisher.

Please Note: if the publisher you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.5.6 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as it is written on your HERDC coversheet.

4.5.7 In the *Location of Conference* field, type in the Location of Conference as it is written on your HERDC coversheet.

4.5.8 Bring your cursor into the *Volume No* field.
Type in the Volume No as highlighted and specified on the proof document.

4.5.9 Bring your cursor into the *Issue No* field.
Type in the Issue No as highlighted and specified on the proof document.

4.5.10 Bring your cursor into the *Start Page No of Article* field.
Enter the Start Page No as it is written on your HERDC coversheet.

4.5.11 Bring your cursor into the *End Page No of Article* field.
Enter the End Page No as it is written on your HERDC coversheet.

4.5.12 Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.5.13 Bring your cursor into the *ISBN/ISSN* field.
Enter the ISBN or ISSN number as highlighted and specified on the proof document.
The ISBN number should be entered in the format XXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN number for the book with the title 'The Spiritual Dimension of Childhood')
The ISSN number should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN number for the printed version of the Journal of Education and Work.)

4.5.14 Bring your cursor into the *Year Published* field.

Enter the year published as highlighted and specified on the proof document.

4.5.15 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your HERDC coversheet.

Click on the button "List data" on the left hand side of the screen to list the data available.

This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.

  This will list all the AOUs already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  - ➢ Select 'School Title' in the 1st drop down list.
  - ➢ Select 'includes' in the 2nd drop down list.
  - ➢ Enter some letters of the AOU written on the HERDC coversheet.
  - ➢ Click on the button 'Search for Schools...'.

- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.

  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.5.16 In the *Conf Start Date* field, type in the Start Date of the Conference as it is written on your HERDC coversheet in dd/mm/yyyy format.

4.5.17 Bring your cursor into the *Name of Conference* field.

- Click on the button "List data" to list the data available.

  This will open the 'Find Conferences...' window.

- Click on the button 'Search for Conferences...'.

  This will list all the conferences already stored in ResearchMaster.

  Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:

  - ➢ Select 'Category Name' in the 1st drop down list.
  - ➢ Select 'Starts With' in the 2nd drop down list.

> ➢ Enter the first few letters of the conference you are looking for.
> ➢ Click on the button 'Search for Conferences…'.
- ▪ Click on the conference you are looking for to select it.
- ▪ Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected conference.
  Please Note: if the conference you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.5.18 In the *Published Names* field, type in the name/s of the author/s of the conference paper **as written on the publication**. If there is more than one author, separate each author's name by a comma.

4.5.19 In the *Editors* field, type in the Editors of the Conference Publication as highlighted and specified on the proof document. You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

4.5.20 Follow the instructions from **4.2.16** to **4.2.25**.

4.6 Category J1 – ACU Original Creative Work

4.6.1 Perform the step at **4.1** on page 11.

4.6.2 Bring your cursor into the *First ACU Creator* field. Enter the surname and first name/s of the first ACU Creator as it is written on the coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Creator* field.
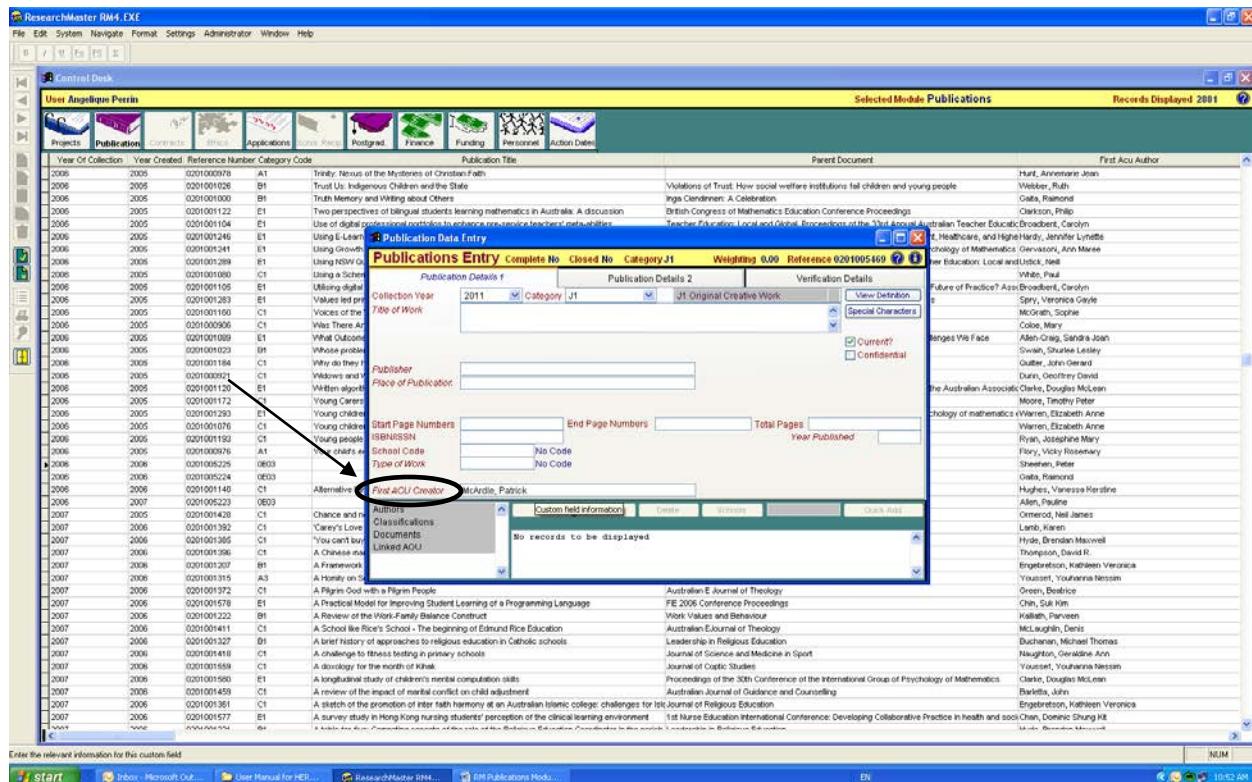
4.6.3 Bring your cursor into the *Title of Work* field and type in the Title of Work as it is written on the coversheet.

4.6.4 Bring your cursor into the *Publisher* field and type in the Publisher or Organisation or Place of Performance as it is written on the coversheet.

4.6.5 Bring your cursor into the *Place of Publication* field and type in the Place of Publication as it is written on the coversheet.

4.6.6 If the author has selected the Type of Work as Textual Work or Other, and has indicated the Total No of Pages on the coversheet, type in the *Start Page Number,* and *End Page Number*. *Total Pages* will be updated automatically. It is fine to type in 1 as the start page number if you cannot locate the correct start page number.

4.6.7 If the author has selected the Type of Work as Textual Work or Other, and has indicated the ISBN/ISSN on the coversheet, type in the *ISBN/ISSN* as it is written on the coversheet.
Enter the ISBN or ISSN number as highlighted and specified on the proof document.
The ISBN number should be entered in the format XXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN number for the book with the title 'The Spiritual Dimension of Childhood')
The ISSN number should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN number for the printed version of the Journal of Education and Work.)

4.6.8 Bring your cursor into the *Year Published* field.
Enter the year published as it is written on the coversheet.

4.6.9 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on the coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
   This will open the 'Find Schools...' window.
- Click on the button 'Search for Schools...'.
   This will list all the AOUs already stored in ResearchMaster.
   In order to facilitate and narrow your search, use the search criteria available to you:
  - Select 'School Title' in the 1st drop down list.
  - Select 'includes' in the 2nd drop down list.
  - Enter some letters of the AOU written on the coversheet.
  - Click on the button 'Search for Schools...'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
   This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.
Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
  - Select the publication record from the Control Desk window.
  - Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
  - On the right pane, click on the School Code entry you wish to edit.
  - Click on the 'Edit' button.

> ➢ Using the drop-down lists available, change the school code and school name.
>
> ➢ Click on the 'Save' button on the left hand side of the screen.

4.6.10 Bring your cursor into the *Date of Activity* field.

   If the author has selected the Type of Work as Music Composition or Writing for Performance, and has indicated the date when the performance was held on the coversheet, enter the date in the format dd/mm/yyyy.

4.6.11 Bring your cursor into the *Type of Work* field.

   Click on the button "List Data" on the left hand side of the screen to list the data available.

   This will open the 'Find Output Types...' window.

- Click on the button 'Search for Output Types...'.

   This will list all the types of work already stored in ResearchMaster.

   In order to facilitate and narrow your search, use the search criteria available to you:

    - ➢ Select 'Category Code' in the 1st drop down list.
    - ➢ Select 'includes' in the 2nd drop down list.
    - ➢ Enter J1
    - ➢ Click on the button 'Search for Output Types...'.

- Click on the Type of Work you would like to select.
- Click on the button 'Return Selected Code'.

   This will bring you back to the 'Publication Data Entry' window with the selected Type of Work.
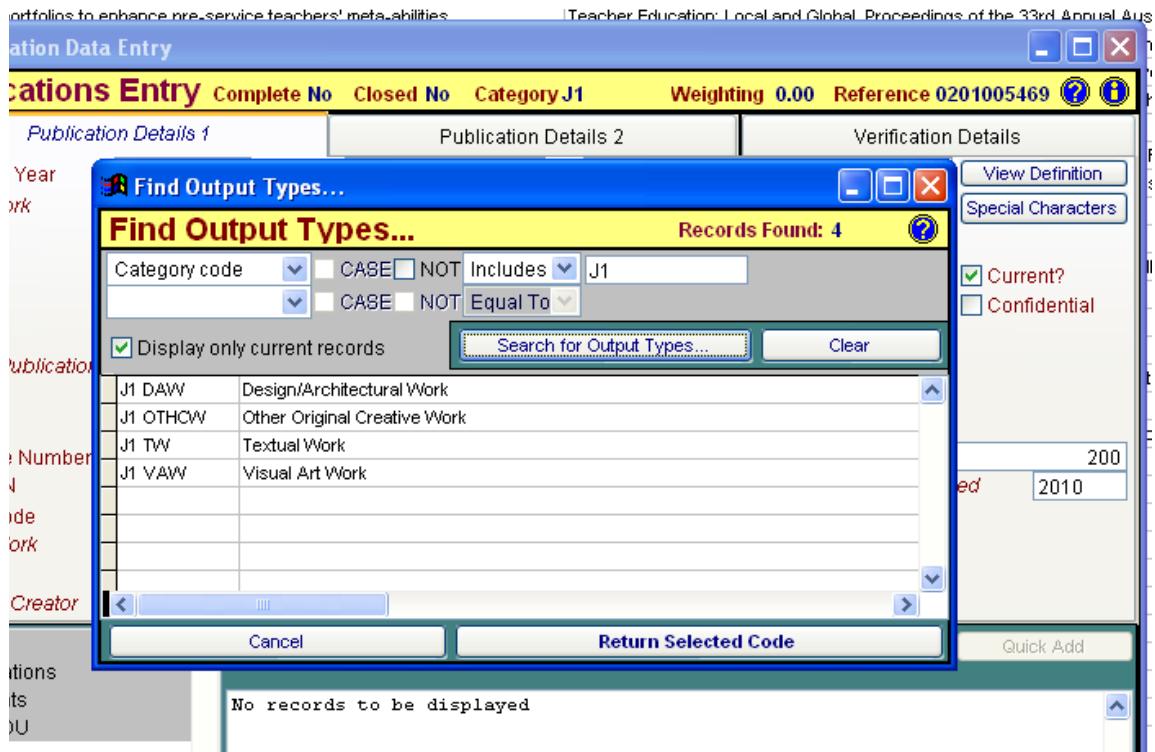
4.6.12 Click on 'Publication Details 2' tab

4.6.13 If the author has selected the Type of Work as Visual Art Work or Design/Architectural Work or Music Composition or Writing for Performance or Other, and has indicated the Extent on the coversheet, bring your cursor into the *Extent* field and type in the extent as it is written on the coversheet. Enter the value and what the value represents. For example: 10 days or 1 month or 60 minutes. (DO NOT enter just 10 or 1 or 60.)

4.6.14 If the author has selected the Type of Work as Visual Art Work or Design/Architectural Work or Other, and has indicated the Medium on the coversheet, bring your cursor into the *Medium* field and type in the medium as it is written on the coversheet.

4.6.15 If the author has selected the Type of Work as Textual Work or Other, and has indicated the Editor(s) on the coversheet, bring your cursor into the *Editors/Performer* field and type in the editors.
You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

If the author has selected the Type of Work as Music Composition or Writing for Performance, and has indicated the Performer/Professional Company on the coversheet,

bring your cursor into the *Editors/Performer* field and type in the Performer or Professional Company.

4.6.16 By using the Tab key on your keyboard, move to the *Project Code* field.
This field refers to the funded project details recorded at the bottom of the coversheet (just above the 'Declaration of Authorship').

- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Projects…' window.
- Click on the button 'Search for Projects…'.
  This will list the funded projects already stored in ResearchMaster.
- Click on the project you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected project.

4.6.17 Follow the instructions from **4.2.18** to **4.2.23.**

4.6.18 Make the 'Control Desk' window become the active window. (See section 3.1 on page 9)

- Click on the publication record you just entered in order to select it.
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete', 'Evidence Claimed', and 'Evidence Received'.
- Type in the Date in dd/mm/yyyy format.
- **Update the Reference No generated by ResearchMaster on the coversheet.**

4.6.19 Click on the 'Verification Details' tab.

- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

4.7 Category J2 – ACU Curated or Produced Substantial Public Exhibitions and Events

4.7.1 Perform the step at **4.1** on page 11.

4.7.2 Bring your cursor into the *First ACU Creator* field. Enter the surname and first name/s of the first ACU Creator as it is written on the coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Creator* field.
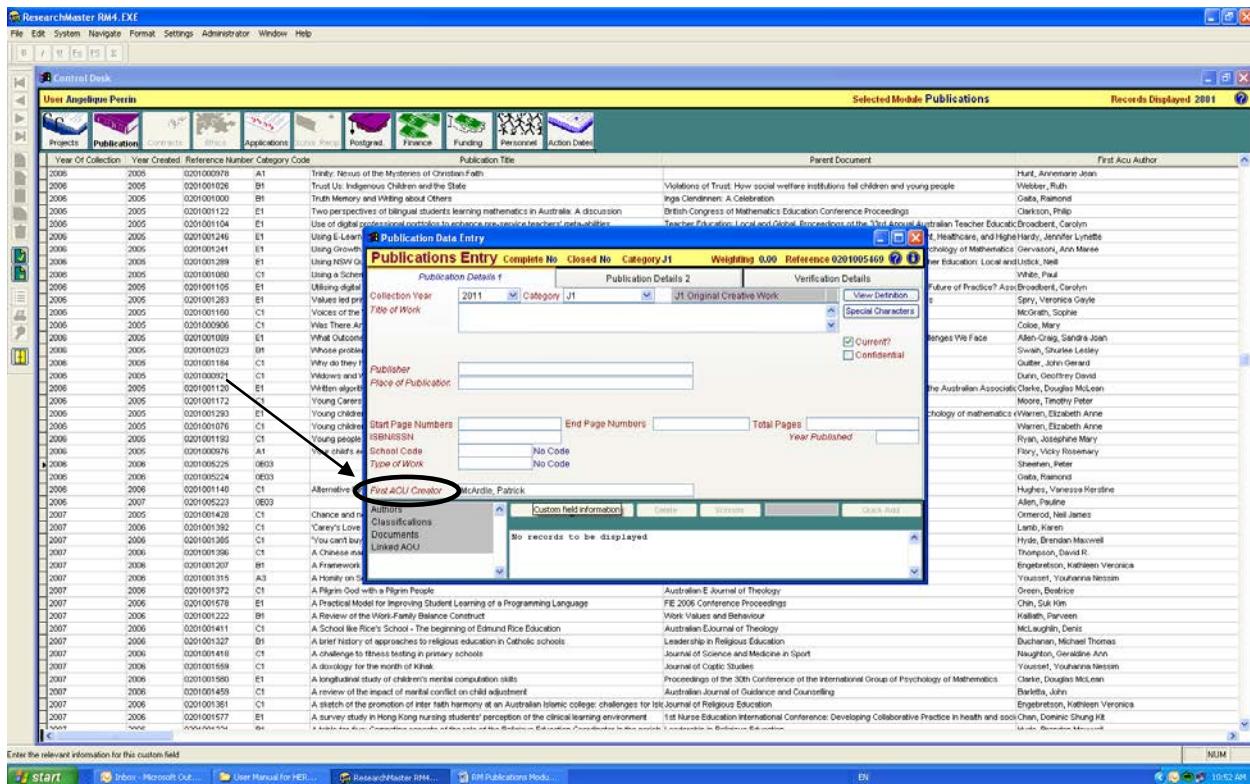
4.7.3 Bring your cursor into the *Title of Work* field and type in the Title of Work as it is written on the coversheet.

4.7.4 If the author has selected the Type of Work as Web-based Exhibition or Other, and has indicated the Publisher on the coversheet, bring your cursor into the *Publisher* field and type in the publisher as it is written on the coversheet.

4.7.5 If the author has selected the Type of Work as Web-based Exhibition or Other, and has indicated the Place of Publication on the coversheet, bring your cursor into the *Place of Publication* field and type in the Place of Publication as it is written on the coversheet.

4.7.6 If the author has selected the Type of Work as Exhibition/Event or Festival or Other, and has indicated the Place of Exhibition/Festival on the coversheet, bring your cursor into the *Place of Exhib/Festi* field and type in the Place of Exhibition/Festival as it is written on the coversheet.

4.7.7 Bring your cursor into the *Year Published* field.
Enter the year published as it is written on the coversheet.

4.7.8 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on the coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
    This will open the 'Find Schools...' window.
- Click on the button 'Search for Schools...'.
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
  - Select 'School Title' in the 1st drop down list.
  - Select 'includes' in the 2nd drop down list.
  - Enter some letters of the AOU written on the coversheet.
  - Click on the button 'Search for Schools...'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
- Select the publication record from the Control Desk window.
- Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- On the right pane, click on the School Code entry you wish to edit.
- Click on the 'Edit' button.
- Using the drop-down lists available, change the school code and school name.
- Click on the 'Save' button on the left hand side of the screen.

4.7.9 Bring your cursor into the *Type of Work* field.
Click on the button "List Data" on the left hand side of the screen to list the data available.
This will open the 'Find Output Types...' window.

- Click on the button 'Search for Output Types…'.
  This will list all the types of work already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
    - ➢ Select 'Category Code' in the 1st drop down list.
    - ➢ Select 'includes' in the 2nd drop down list.
    - ➢ Enter J2
    - ➢ Click on the button 'Search for Output Types…'.
- Click on the Type of Work you would like to select.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected Type of Work.
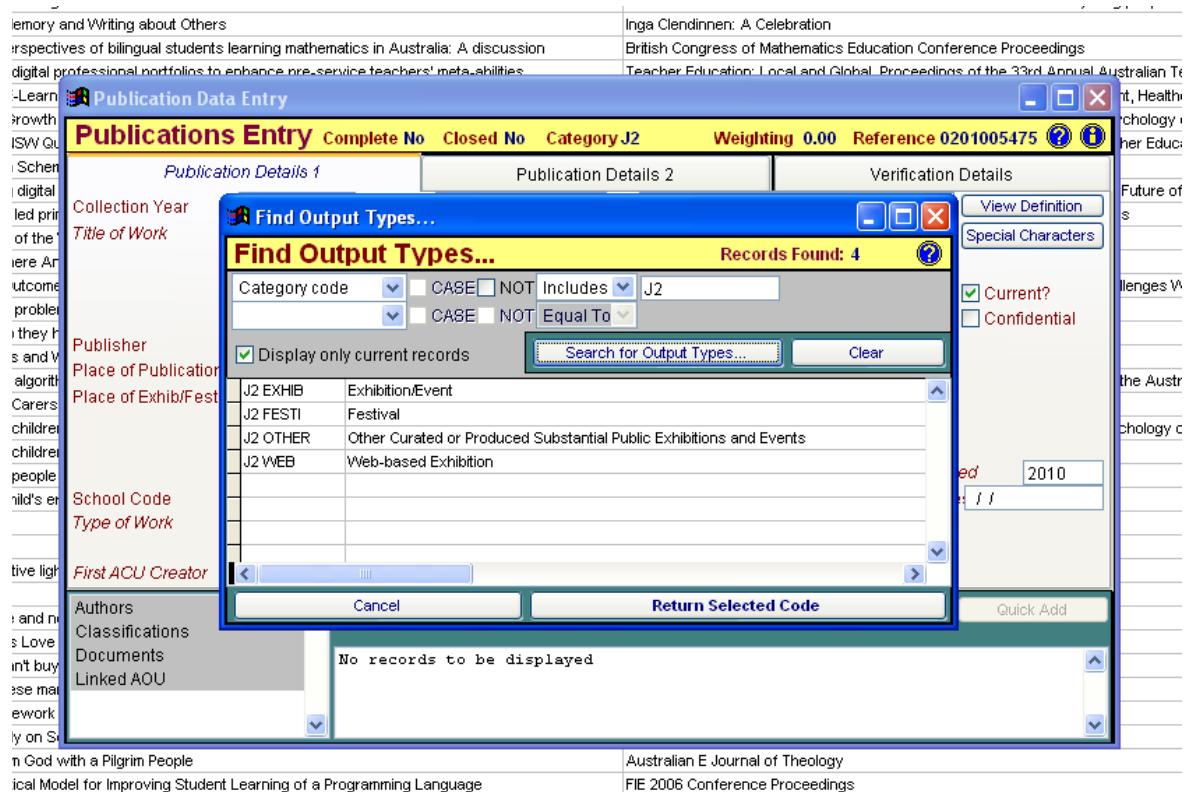
4.7.10 If the author has selected the Type of Work as Exhibition/Event or Festival or Other, and has indicated the Date of Exhibition/Festival on the coversheet, bring your cursor into the *Date of Exhib/Festi* field and type in the Date of Exhibition/Festival in the format dd/mm/yyyy.

4.7.11 Click on 'Publication Details 2' tab

4.7.12 Bring your cursor into the *Extent* field and type in the extent as it is written on the coversheet. Enter the value and what the value represents. For example: 10 days or 1 month or 60 minutes. (DO NOT enter just 10 or 1 or 60.)

4.7.13 By using the Tab key on your keyboard, move to the *Project Code* field. This field refers to the funded project details recorded at the bottom of the coversheet (just above the 'Declaration of Authorship').

- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Projects...' window.
- Click on the button 'Search for Projects...'.
  This will list the funded projects already stored in ResearchMaster.
- Click on the project you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected project.

4.7.14 Follow the instructions from **4.2.18** to **4.2.23**

4.7.15 Make the 'Control Desk' window become the active window. (See section 3.1 on page 9)

- Click on the publication record you just entered in order to select it.
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete', 'Evidence Claimed', and 'Evidence Received'.
- Type in the Date in dd/mm/yyyy format.
- **Update the Reference No generated by ResearchMaster on the coversheet.**

4.7.16 Click on the 'Verification Details' tab.

- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

4.8 Category J3 – ACU Live Performance of Creative Works

4.8.1 Perform the step at **4.1** on page 11.

4.8.2 Bring your cursor into the *First ACU Creator* field. Enter the surname and first name/s of the first ACU Creator as it is written on the coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Creator* field.
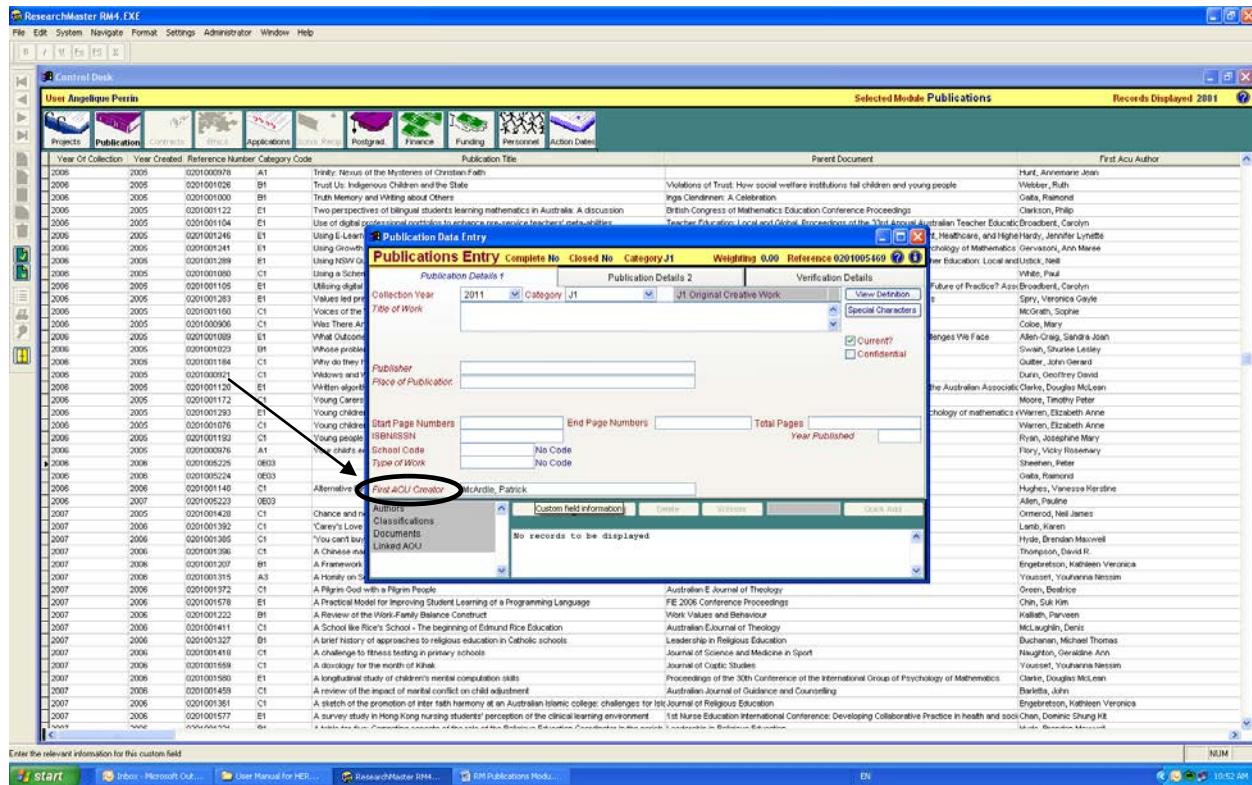
4.8.3 Bring your cursor into the *Title of Work* field and type in the Title of Work as it is written on the coversheet.

4.8.4 Bring your cursor into the *Director/Choreographer* field and type in the Director/Choreographer as it is written on the coversheet.

4.8.5 Bring your cursor into the *Place of Publication* field and type in the Place of Publication as it is written on the coversheet.

4.8.6 Bring your cursor into the *Year Published* field.

Enter the year published as it is written on the coversheet.

4.8.7 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on the coversheet.

Click on the button "List data" on the left hand side of the screen to list the data available.

This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.

  This will list all the AOUs already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  ➢ Select 'School Title' in the 1ˢᵗ drop down list.
  ➢ Select 'includes' in the 2ⁿᵈ drop down list.
  ➢ Enter some letters of the AOU written on the coversheet.
  ➢ Click on the button 'Search for Schools...'.

- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.

  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

➢ Select the publication record from the Control Desk window.
➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
➢ On the right pane, click on the School Code entry you wish to edit.
➢ Click on the 'Edit' button.
➢ Using the drop-down lists available, change the school code and school name.
➢ Click on the 'Save' button on the left hand side of the screen.

4.8.8 Bring your cursor into the *Date of Activity* field.

Enter the Date of Activity specified on the coversheet in the format dd/mm/yyyy.

4.8.9 Bring your cursor into the *Type of Work* field.

Click on the button "List Data" on the left hand side of the screen to list the data available.

This will open the 'Find Output Types...' window.

- Click on the button 'Search for Output Types...'.

  This will list all the types of work already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  ➢ Select 'Category Code' in the 1ˢᵗ drop down list.
  ➢ Select 'includes' in the 2ⁿᵈ drop down list.
  ➢ Enter J3

➢ Click on the button 'Search for Output Types...'.
▪ Click on the Type of Work you would like to select.
▪ Click on the button 'Return Selected Code'.
This will bring you back to the 'Publication Data Entry' window with the selected Type of Work.
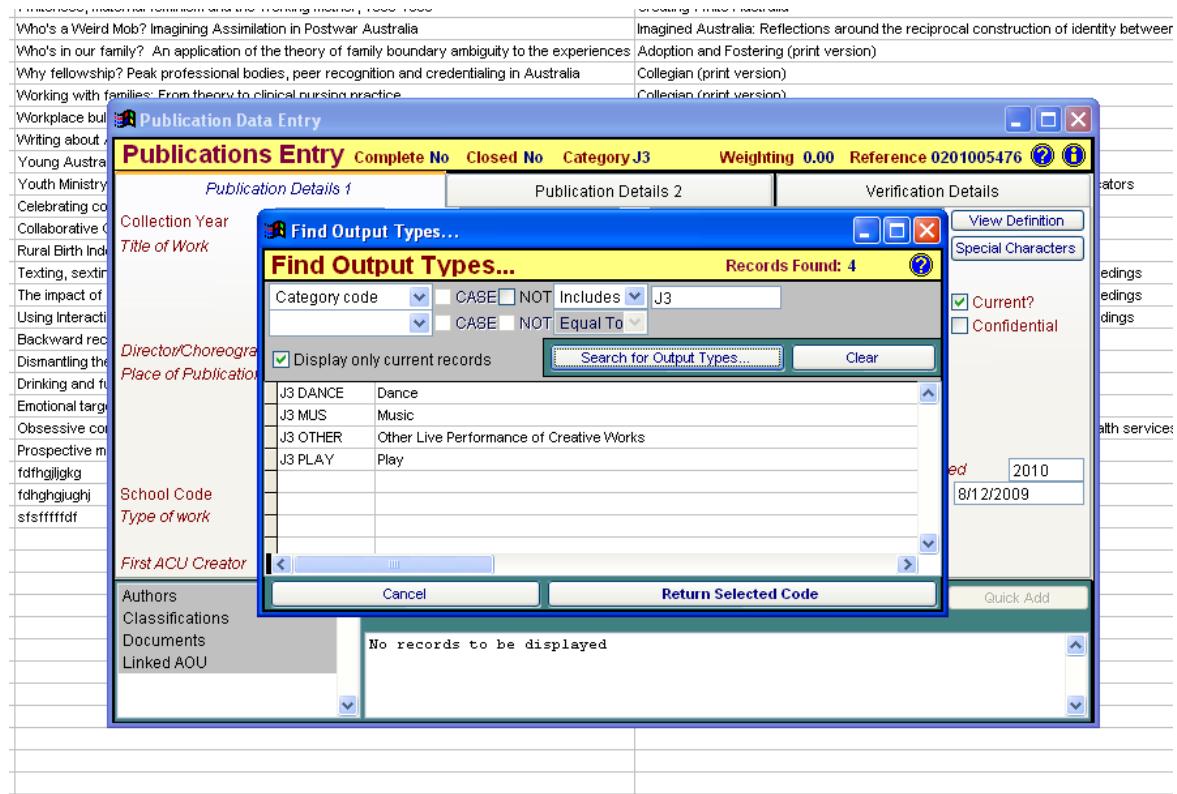
4.8.10 Click on 'Publication Details 2' tab

4.8.11 Bring your cursor into the *Extent* field and type in the extent as it is written on the coversheet. Enter the value and what the value represents. For example: 10 days or 1 month or 60 minutes. (DO NOT enter just 10 or 1 or 60.)

4.8.12 By using the Tab key on your keyboard, move to the *Project Code* field.
This field refers to the funded project details recorded at the bottom of the coversheet (just above the 'Declaration of Authorship').
▪ Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Projects...' window.
▪ Click on the button 'Search for Projects...'.
This will list the funded projects already stored in ResearchMaster.
▪ Click on the project you are looking for to select it.

43

- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected project.

4.8.13 Follow the instructions from **4.2.18** to **4.2.23**

4.8.14 Make the 'Control Desk' window become the active window. (See section 3.1 on page 9)
- Click on the publication record you just entered in order to select it.
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete', 'Evidence Claimed', and 'Evidence Received'.
- Type in the Date in dd/mm/yyyy format.
- **Update the Reference No generated by ResearchMaster on the coversheet.**

4.8.15 Click on the 'Verification Details' tab.
- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

4.9 Category J4 – ACU Recorded/Rendered Creative Work

4.9.1 Perform the step at **4.1** on page 11.

4.9.2 Bring your cursor into the *First ACU Creator* field. Enter the surname and first name/s of the first ACU Creator as it is written on the coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Creator* field.
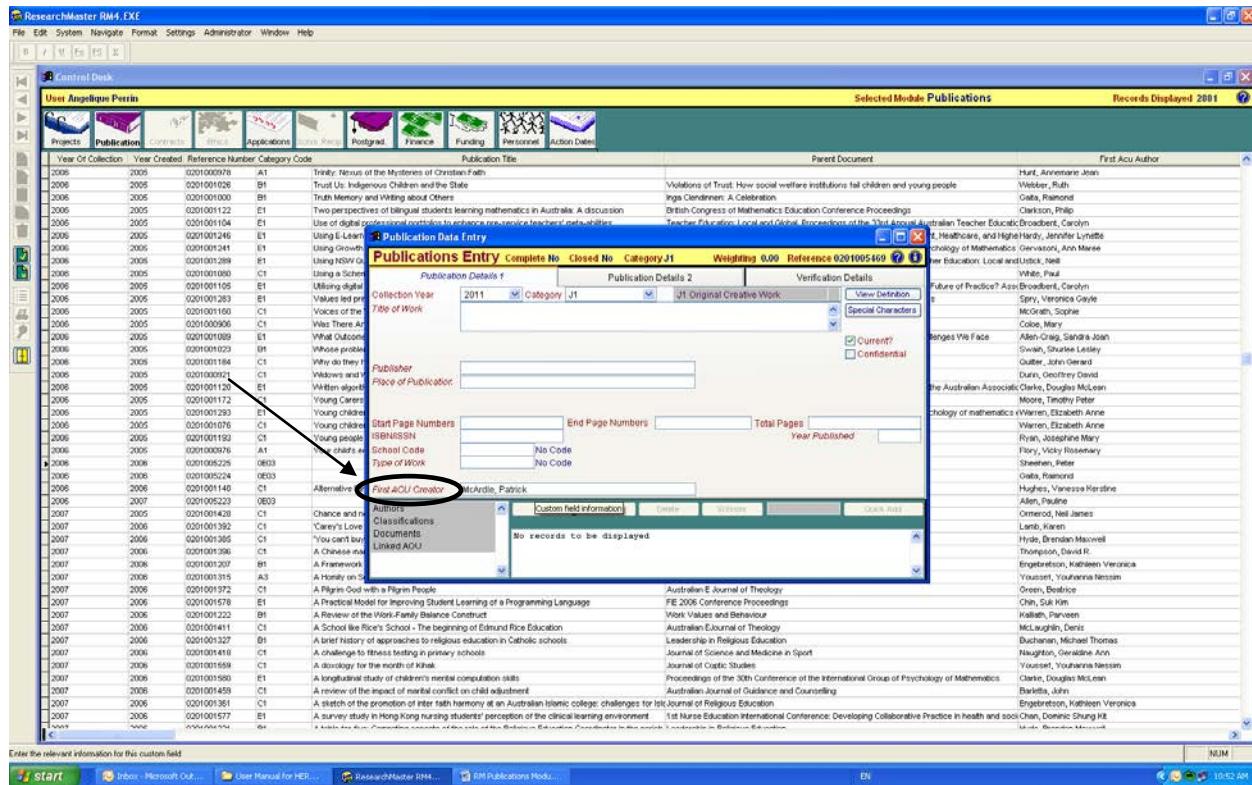
4.9.3 Bring your cursor into the *Title of Work* field and type in the Title of Work as it is written on the coversheet.

4.9.4 Bring your cursor into the *Distributer Name* field and type in the Name of Distributer as it is written on the coversheet.

4.9.5 Bring your cursor into the *Place of Publication* field and type in the Place of Publication as it is written on the coversheet.

4.9.6 Bring your cursor into the *Year Published* field.

Enter the year published as it is written on the coversheet.

4.9.7 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on the coversheet.

Click on the button "List data" on the left hand side of the screen to list the data available.

This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.

  This will list all the AOUs already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  - Select 'School Title' in the 1st drop down list.
  - Select 'includes' in the 2nd drop down list.
  - Enter some letters of the AOU written on the coversheet.
  - Click on the button 'Search for Schools...'.

- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.

  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- Select the publication record from the Control Desk window.
- Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- On the right pane, click on the School Code entry you wish to edit.
- Click on the 'Edit' button.
- Using the drop-down lists available, change the school code and school name.
- Click on the 'Save' button on the left hand side of the screen.

4.9.8 Bring your cursor into the *Type of Work* field.

Click on the button "List Data" on the left hand side of the screen to list the data available.

This will open the 'Find Output Types...' window.

- Click on the button 'Search for Output Types...'.

  This will list all the types of work already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  - Select 'Category Code' in the 1st drop down list.
  - Select 'includes' in the 2nd drop down list.
  - Enter J4
  - Click on the button 'Search for Output Types...'.

- Click on the Type of Work you would like to select.
- Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected Type of Work.
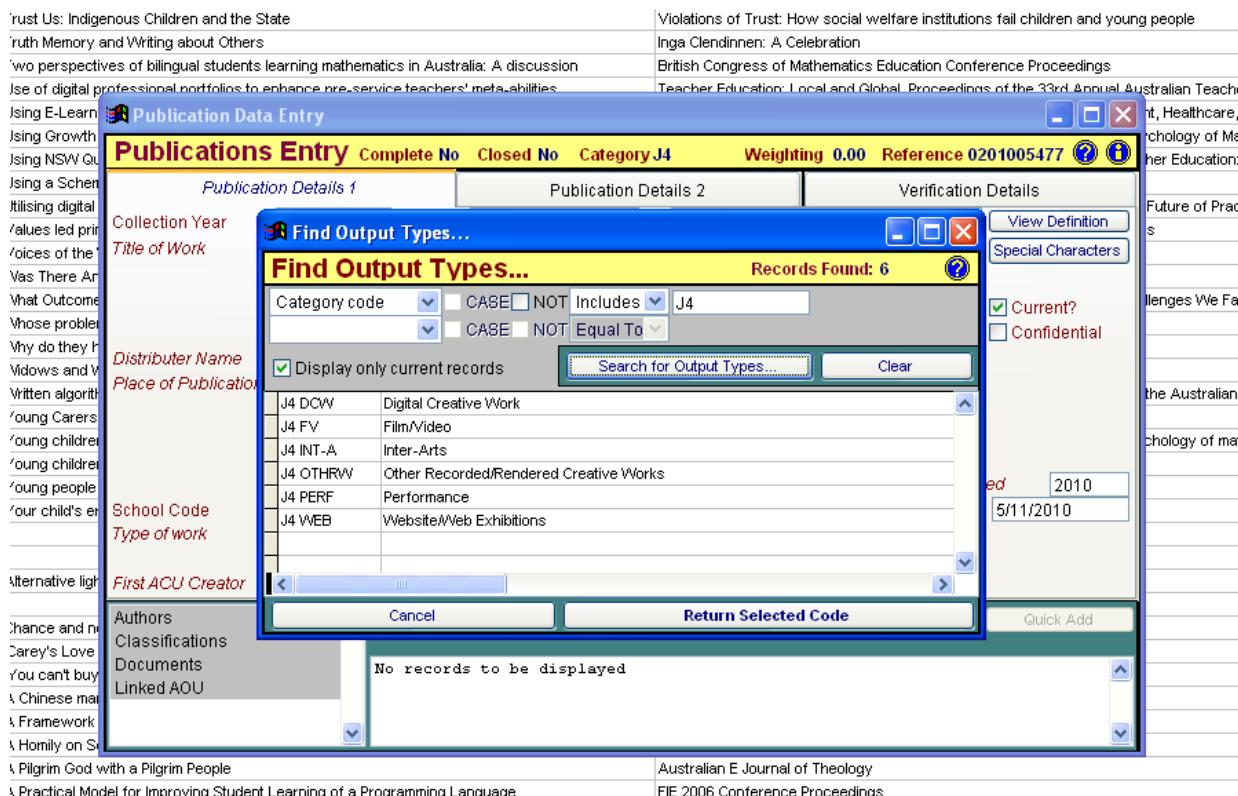
4.9.9 Click on 'Publication Details 2' tab

4.9.10 Bring your cursor into the *Extent* field and type in the extent as it is written on the coversheet. Enter the value and what the value represents. For example: 10 days or 1 month or 60 minutes. (DO NOT enter just 10 or 1 or 60.)

4.9.11 Bring your cursor into the *Distribution Medium* field and type in the Distribution Medium as it is written on the coversheet.

4.9.12 By using the Tab key on your keyboard, move to the *Project Code* field. This field refers to the funded project details recorded at the bottom of the coversheet (just above the 'Declaration of Authorship').

- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Projects...' window.
- Click on the button 'Search for Projects...'.
  This will list the funded projects already stored in ResearchMaster.

- Click on the project you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected project.

4.9.13 Follow the instructions from **4.2.18** to **4.2.23**

4.9.14 Make the 'Control Desk' window become the active window. (See section 3.1 on page 9)
- Click on the publication record you just entered in order to select it.
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete', 'Evidence Claimed', and 'Evidence Received'.
- Type in the Date in dd/mm/yyyy format.
- **Update the Reference No generated by ResearchMaster on the coversheet.**

4.9.15 Click on the 'Verification Details' tab.
- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

4.10 Category A2 – ACU Book Authored Other & Category A3 – ACU Book Edited

4.10.1 Perform the step at **4.1** on page 11.

4.10.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
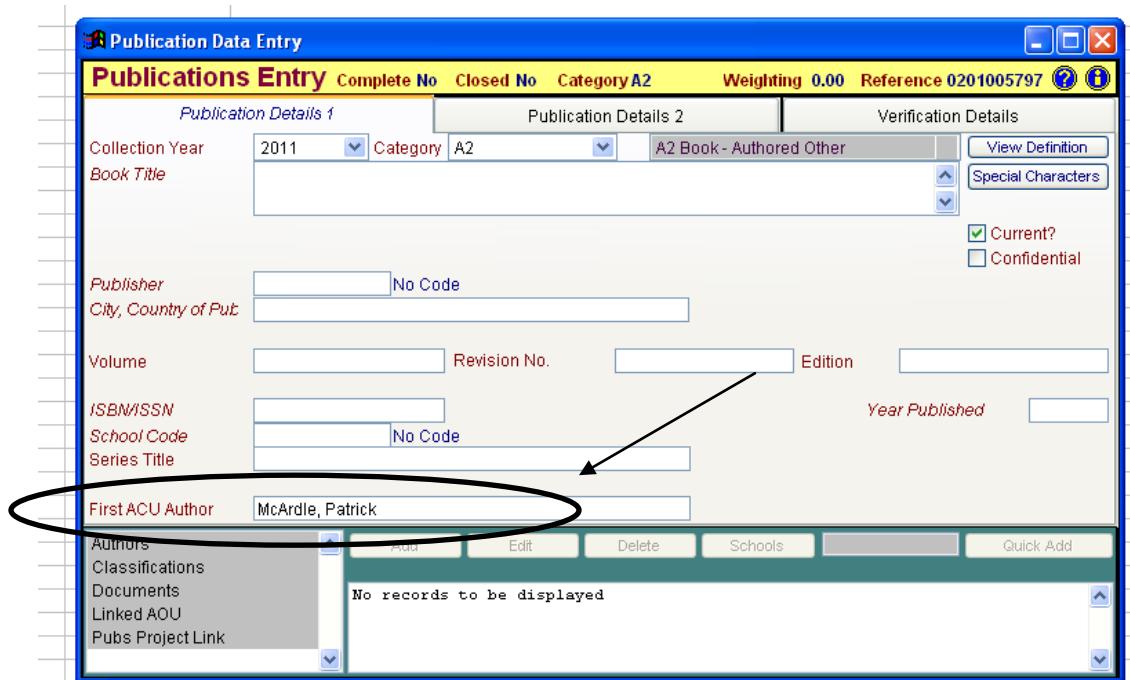
4.10.3 Bring your cursor into the *Book Title* field and type in the Book Title as it is written on your coversheet.

4.10.4 Bring your cursor into the *Publisher* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Publishers...' window.
- Click on the button 'Search for Publishers...'.
  This will list all the publishers already stored in ResearchMaster.
  Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:
  - ➢ Select 'Category Name' in the 1st drop down list.

> ➢ Select 'Starts With' in the 2nd drop down list.
> ➢ Enter the first few letters of the publisher you are looking for.
> ➢ Click on the button 'Search for Publishers...'.
> ▪ Click on the publisher you are looking for to select it.
> ▪ Click on the button 'Return Selected Code'.
>   This will bring you back to the 'Publication Data Entry' window with the selected publisher.
>   **Please Note:** if the publisher you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.10.5 Bring your cursor into the *Country of Publication* field.
   Type in the Country of Publication as it is written on your coversheet.

4.10.6 Bring your cursor into the *Volume No* field.
   Type in the Volume No as it is written on your coversheet.

4.10.7 Bring your cursor into the *Revision No* field.
   Type in the Revision No as it is written on your coversheet.

4.10.8 Bring your cursor into the *Edition No* field.
   Type in the Edition No as it is written on your coversheet.

4.10.9 Bring your cursor into the *ISBN* field.
   Enter the ISBN as it is written on your coversheet.
   The ISBN should be entered in the format XXXXXXXXXXXXX in   ResearchMaster.
   (For example, 9781843106029 is the ISBN for the book with the title 'The Spiritual Dimension of Childhood')

4.10.10 Bring your cursor into the *Year Published* field.
   Enter the year published as it is written on your coversheet.

4.10.11 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.
   Click on the button "List data" on the left hand side of the screen to list the data available.
   This will open the 'Find Schools...' window.
> ▪ Click on the button 'Search for Schools...'.
>   This will list all the AOUs already stored in ResearchMaster.
>   In order to facilitate and narrow your search, use the search criteria available to you:

> ➢ Select 'School Title' in the 1st drop down list.
> ➢ Select 'includes' in the 2nd drop down list.
> ➢ Enter some letters of the AOU written on the coversheet.
> ➢ Click on the button 'Search for Schools…'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
> ➢ Select the publication record from the Control Desk window.
> ➢ Click on the 'View Selected Record' button on the left hand side of the screen.
> ➢ This will open the 'Publication Data Entry' window with the selected record.
> ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
> ➢ On the right pane, click on the School Code entry you wish to edit.
> ➢ Click on the 'Edit' button.
> ➢ Using the drop-down lists available, change the school code and school name.
> ➢ Click on the 'Save' button on the left hand side of the screen.

4.10.12 In the *Series title* field, type in the Series title as as it is written on your coversheet.

4.10.13 Click on 'Publication Details 2' tab.

4.10.14 In the *Editors* field, type in the series editors as it is written on your coversheet.
You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

4.10.15 By using the Tab key on your keyboard, move to the *Project Code* field.
This field refers to the funded project details recorded at the bottom of your coversheet (just above the 'Declaration of Authorship').
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Projects…' window.
- Click on the button 'Search for Projects…'.
  This will list the funded projects already stored in ResearchMaster.
- Click on the project you are looking for to select it.
- Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected project.

4.10.16 By using the Tab key on your keyboard, move to the *Date* field and enter today's date in dd/mm/yyyy format. (This date refers to the date that you are actually performing the data entry.)

4.10.17 Click on the 'Save' button on the left hand side of the screen.
This will bring you to the bottom part of the 'Publication Data Entry' field. This is the related data entry section.

4.10.18 Adding Authors
- In the related data entry section, select 'Authors' on the left pane.
- Click on the button 'Add' to input the author(s) as listed on your coversheet.
  This will open the 'Add Contributor Form' window.
  Please Note: You <u>must</u> enter all the authors listed on your coversheet, including the author you specified earlier in the field *First ACU Author.*
- Click on the 'Search' button.
  This will list all the persons already stored in ResearchMaster.
  Please Note: To facilitate and narrow your search, you are encouraged to use the *Surname* field in the search criteria.
- Click on the author you are looking for to select it.
- Click on the button 'Copy details to fields'
- For authors who are **ACU members**, you <u>must</u> use the 'Search' function (as explained above) to select the author. If the ACU member you are looking for is not in the list, please send an email to res.performance@acu.edu.au
- For **external authors**, you <u>must</u> still start by searching for the authors already in ResearchMaster. If the person is not in the list, click on the 'Create New Person' button.
  This will automatically generate the value in the *Contributor Code* field, and move the cursor to the *Surname* field.
  By using the Tab key on your keyboard to move across the fields, enter the *Surname, Given Name, Title*, and *Gender.*
  For the *Type Grouping* field, select **External** to mark the fact that this is an external author.
  Please Also Note: Internal authors who are now external authors and vice versa.
  You can change their status through the *Type Grouping* field to match with what is stated on the publication.

You should afterwards, send an email to res.performance@acu.edu.au, to advise Research Services of the change you made to the author's type grouping.

- **If you have selected an external author**, move to 'Page 2' tab and then, bring your cursor into the *Ext.Organisation Code* field.
    - Click on the button "List data" on the left hand side of the screen to list the data available.
      This will open the 'Find Organisations...' window.
    - Click on the button 'Search for Organisations...'.
      This will list the organisations already stored in ResearchMaster.
    - Click on the organisation you are looking for to select it.
    - Click on the button 'Return Selected Code'.
      This will bring you back to the 'Add Contributor Form' window with the selected organisation.

    Please Note: if the organisation you are looking for is not in the list, please download and complete the External Organisation Request form available at
    http://www.acu.edu.au/research/support_for_researchers/research_master under Help and Resources.

- Click on the 'Save' button on the left hand side of the screen.
  This will bring you back to the 'Publications Data Entry' screen with the newly added author.
  Repeat the steps in **4.10.18** if you want to add another author.
- You can use the 'Quick Add' button to quickly add an author to the list if you already know the author's ResearchMaster code. Just bring your cursor into the white box on the left of the 'Quick Add' button. Then, enter the code and press on the 'Quick Add' button.
- You can use the 'Edit' button to edit the details of an author you have already entered.
- You can use the 'Delete' button to delete an author you have previously entered.

4.10.19 Linking the AOUs

- In the related data entry section, select 'Linked AOU' on the left pane.
  This will show you the schools/centres/institutes already connected to this publication record.
  If you have previously added more than one author and they are from different schools/centres/institutes, then you need to do the following:
    - Click on the 'Add' button.
      This will open the 'School Entry' window.
    - For each author listed, click on the button 'copy'.

This will list all the schools related to each author at the bottom of the 'School Entry' window.

- Adjust the percentage numbers (at the bottom of the 'School Entry' window) so that they all total up to 100%.
- Click on the 'Save' button on the left hand side of the screen.
  This will bring you back to the 'Publications Data Entry' screen with all the linked AOUs listed in the related data entry section.

4.10.20 Adding Classifications

- In the related data entry section, select 'Classifications' on the left pane.
- Click on the 'Add' button.
  This will open the 'Classification Details Entry' window.
- For the *Classification Type* field,
  for TOA, select 'ABS Type of Activity Code'
  for FOR, select 'ANZSRC Field of Research Codes'
  for SEO, select 'ANZSRC Socio Economic Objective Codes'
- In the Classification Code field, type in the 'CODE No' as it is written on your coversheet.
  Please Note: RM will accept only 6 digit FOR/SEO codes.
- In *Percentage* field, type in the % number as written on your coversheet.
- For each Type entered, tick the box 'Primary Code of this type' <u>only when entering the one with the highest percentage.</u>
  Please Note: If one Type holds only 2 codes, and both codes have 50% as percentage, you can make any one of these 2 codes become the primary code by ticking on the box 'Primary Code of this type'.

4.10.21 Once the Author(s) and Classifications have been added, close the 'Publications Data Entry' window.

- Click on the 'Display find criteria screen' button on the left hand side of the screen.
  This will open the 'Publications Selection Criteria' window.
- Click the button 'Find Records'.

4.10.22 Make the 'Control Desk' window become the active window. (See section 3.1)

- Click on the publication record you just entered in order to select it.
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete'.

4.10.23 Click on the 'Verification Details' tab.
- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date as the date signed by the Head of School.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

4.11   Category B2 – ACU Book Chapter - Other

4.11.1   Perform the step at **4.1** on page 11.

4.11.2   Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.

4.11.3 Bring your cursor into the *Chapter Title* field and type in the Chapter Title as it is written on the coversheet.

4.11.4 Bring your cursor into the *Full Book Title* field and type in the Book Title as it is written on the coversheet.

4.11.5 Bring your cursor into the *Publisher* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Publishers…' window.
- Click on the button 'Search for Publishers…'.

This will list all the publishers already stored in ResearchMaster.

Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:

- ➢ Select 'Category Name' in the 1st drop down list.
- ➢ Select 'Starts With' in the 2nd drop down list.
- ➢ Enter the first few letters of the publisher you are looking for.
- ➢ Click on the button 'Search for Publishers...'.

- ▪ Click on the publisher you are looking for to select it.
- ▪ Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected publisher.

Please Note: if the publisher you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.11.6 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as it is written on your coversheet.

4.11.7 Bring your cursor into the *Volume No* field.
Type in the Volume No as it is written on your coversheet.

4.11.8 Bring your cursor into the *Revision No* field.
Type in the Revision No as it is written on your coversheet.

4.11.9 Bring your cursor into the *Edition No* field.
Type in the Edition No as it is written on your coversheet.

4.11.10 Bring your cursor into the *ISBN* field.
Enter the ISBN as it is written on your coversheet.
The ISBN should be entered in the format XXXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN for the book with the title 'The Spiritual Dimension of Childhood')

4.11.11 Bring your cursor into the *Year Published* field.
Enter the year published as it is written on your coversheet.

4.11.12 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools...' window.

- ▪ Click on the button 'Search for Schools...'.

This will list all the AOUs already stored in ResearchMaster.

In order to facilitate and narrow your search, use the search criteria available to you:

- ➢ Select 'School Title' in the 1st drop down list.
- ➢ Select 'includes' in the 2nd drop down list.
- ➢ Enter some letters of the AOU written on the coversheet.
- ➢ Click on the button 'Search for Schools...'.

- ▪ Click on the AOU you are looking for to select it.
- ▪ Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on the 'View Selected Record' button on the left hand side of the screen.
- ➢ This will open the 'Publication Data Entry' window with the selected record.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.11.13 In the *Series title* field, type in the Series title as it is written on your coversheet.

4.11.14 Click on 'Publication Details 2' tab.

4.11.15 In the *Book Editors* field, type in the book editors as it is written on your coversheet. You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

4.11.16 Follow the instructions from **4.10.15** to **4.10.23**.

4.12   Category C2 – ACU Journal Article – other refereed, scholarly

4.12.1 Perform the step at **4.1** on page 11.

4.12.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
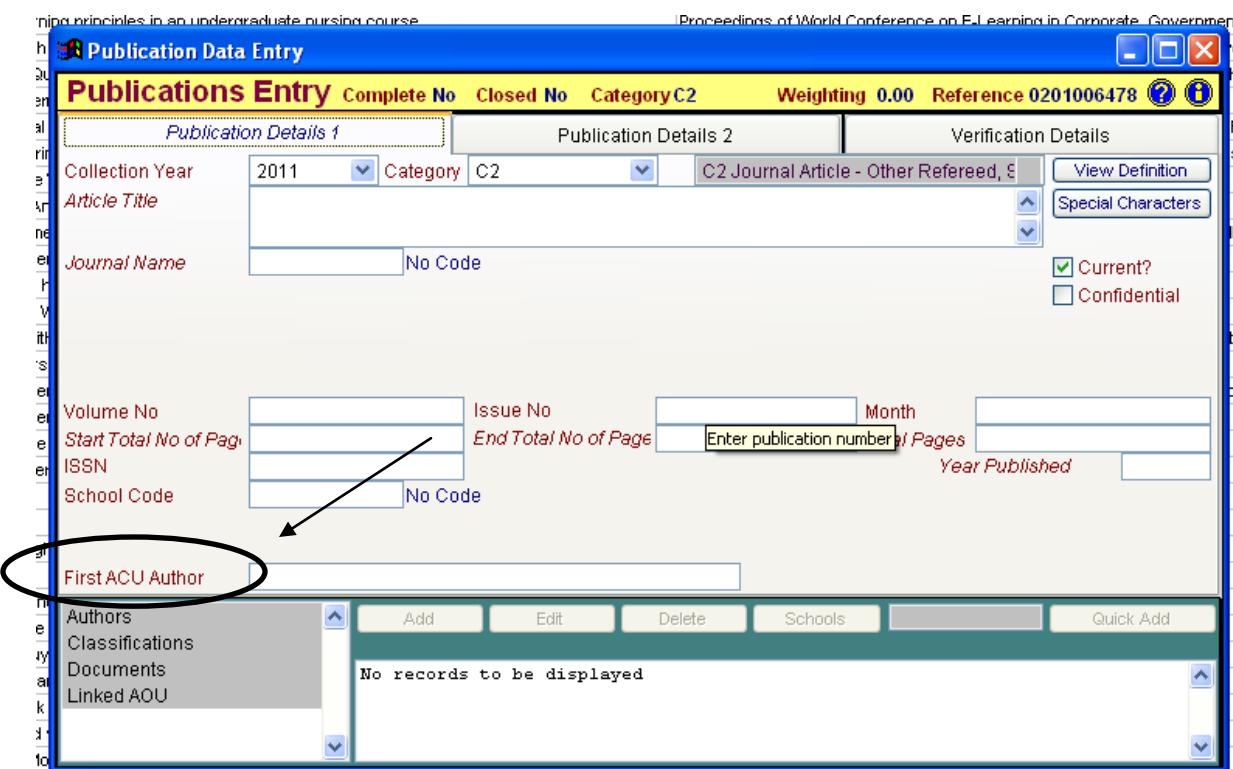
4.12.3 Bring your cursor into the *Article Title* field and type in the Article Title as it is written on the coversheet.

4.12.4 Bring your cursor into the *Journal Name* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Journals...' window.
- Click on the button 'Search for Journals...'.
  This will list the journals already stored in ResearchMaster.

Please Note: To facilitate and narrow your search, you are encouraged to use the *Category Name* field in the search criteria. Then, use the criteria 'starts with' and enter the first word or letters in the journal name you are looking for.

- Click on the journal you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected journal.

Please Note: if the journal you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.12.5   Bring your cursor into the *Volume No* field.
Type in the Volume No as it is written on the coversheet.

4.12.6   Bring your cursor into the *Issue No* field.
Type in the Issue No as it is written on the coversheet.

4.12.7   Bring your cursor into the *Month* field.
Type in the month of publication of the journal as it is written on the coversheet.

4.12.8   Bring your cursor into the *Start Page No of Article* field.
Enter the Start Page No as it is written on your coversheet.

4.12.9   Bring your cursor into the *End Page No of Article* field.
Enter the End Page No as it is written on your coversheet.

4.12.10   Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.12.11   Bring your cursor into the *ISSN* field.
Enter the ISSN number as it is written on your coversheet.
The ISSN should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN for the printed version of the Journal of Education and Work.)
Please note that ISSN in this field should match with the ISSN returned when you searched for the journal in the *Journal Name* field (**4.12.4**). If those 2 ISSNs don't match, please email res.performance@acu.edu.au.

4.12.12   Bring your cursor into the *Year Published* field.
Enter the year published as it is written on the coversheet.

4.12.13   Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.

Click on the button "List data" on the left hand side of the screen to list the data available.

This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.

  This will list all the AOUs already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  - ➢ Select 'School Title' in the 1st drop down list.
  - ➢ Select 'includes' in the 2nd drop down list.
  - ➢ Enter some letters of the AOU written on the coversheet.
  - ➢ Click on the button 'Search for Schools...'.

- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.

  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.12.14 Click on the 'Publication Details 2' tab

4.12.15 Follow the instructions from **4.10.15** to **4.10.23.**

4.13 Category C3 – ACU Journal Article – non-refereed, scholarly, professional

4.13.1 Perform the step at **4.1** on page 11.

4.13.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
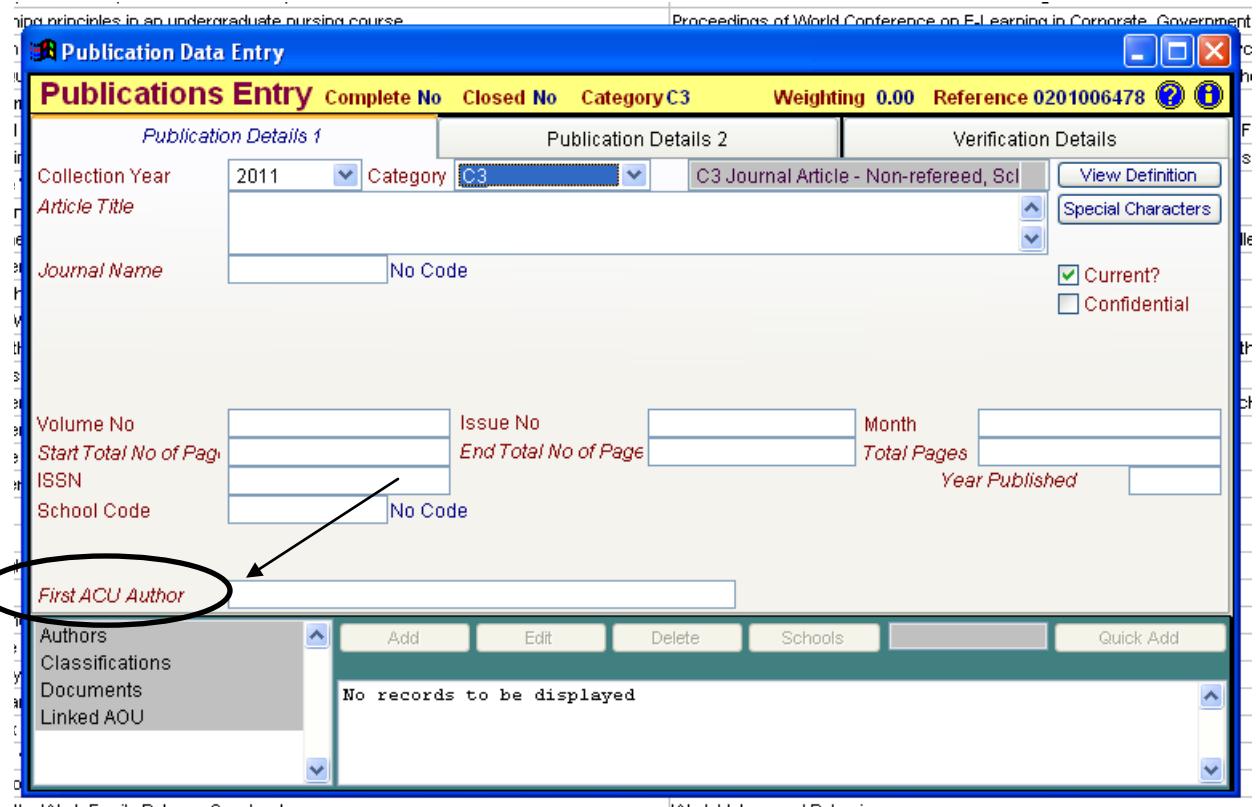
4.13.3 Bring your cursor into the *Article Title* field and type in the Article Title as it is written on the coversheet.

4.13.4 Bring your cursor into the *Journal Name* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Journals…' window.
- Click on the button 'Search for Journals…'.
This will list the journals already stored in ResearchMaster.

Please Note: To facilitate and narrow your search, you are encouraged to use the *Category Name* field in the search criteria. Then, use the criteria 'starts with' and enter the first word or letters in the journal name you are looking for.

- Click on the journal you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected journal.

Please Note: if the journal you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.13.5   Bring your cursor into the *Volume No* field.
Type in the Volume No as it is written on the coversheet.

4.13.6   Bring your cursor into the *Issue No* field.
Type in the Issue No as it is written on the coversheet.

4.13.7   Bring your cursor into the *Month* field.
Type in the month of publication of the journal as it is written on the coversheet.

4.13.8   Bring your cursor into the *Start Page No of Article* field.
Enter the Start Page No as it is written on your coversheet.

4.13.9   Bring your cursor into the *End Page No of Article* field.
Enter the End Page No as it is written on your coversheet.

4.13.10   Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.13.11   Bring your cursor into the *ISSN* field.
Enter the ISSN number as it is written on your coversheet.
The ISSN should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN for the printed version of the Journal of Education and Work.)
Please note that ISSN in this field should match with the ISSN returned when you searched for the journal in the *Journal Name* field (**4.12.4**). If those 2 ISSNs don't match, please email res.performance@acu.edu.au.

4.13.12   Bring your cursor into the *Year Published* field.
Enter the year published as it is written on the coversheet.

4.13.13   Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.

Click on the button "List data" on the left hand side of the screen to list the data available.

This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.

  This will list all the AOUs already stored in ResearchMaster.

  In order to facilitate and narrow your search, use the search criteria available to you:

  - ➢ Select 'School Title' in the 1st drop down list.
  - ➢ Select 'includes' in the 2nd drop down list.
  - ➢ Enter some letters of the AOU written on the coversheet.
  - ➢ Click on the button 'Search for Schools...'.

- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.

  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.13.14 Click on the 'Publication Details 2' tab

4.13.15 Follow the instructions from **4.10.15** to **4.10.23.**

4.14   Category E2 – ACU Conference Publication – Full paper, non-refereed

4.14.1 Perform the step at **4.1** on page 11.

4.14.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s
of the first ACU author as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.

4.14.3 Bring your cursor into the *Title of Paper* field and type in the Title of Paper as it is written on your coversheet.

4.14.4 In the *Title of Conf Public* field, type in the Title of the Conference Publication as it is written on your coversheet.

4.14.5 Bring your cursor into the *Publisher* field.
  - Click on the button "List data" to list the data available.
    This will open the 'Find Publishers…' window.
  - Click on the button 'Search for Publishers…'.
    This will list all the publishers already stored in ResearchMaster.

Alternatively, in order to facilitate and narrow your search, use the search criteria available to you:

> - Select 'Category Name' in the 1st drop down list.
> - Select 'Starts With' in the 2nd drop down list.
> - Enter the first few letters of the publisher you are looking for.
> - Click on the button 'Search for Publishers...'.

- Click on the publisher you are looking for to select it.
- Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected publisher.

Please Note: if the publisher you are looking for is not in the list, please send an email to res.performance@acu.edu.au

4.14.6 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as it is written on your coversheet.

4.14.7 In the *Location of Conference* field, type in the Location of Conference as it is written on your coversheet.

4.14.8 Bring your cursor into the *Volume No* field.
Type in the Volume No as it is written on your coversheet.

4.14.9 Bring your cursor into the *Issue No* field.
Type in the Issue No as it is written on your coversheet.

4.14.10 Bring your cursor into the *Start Page No of Paper* field.
Enter the Start Page No as it is written on your coversheet.

4.14.11 Bring your cursor into the *End Page No of Paper* field.
Enter the End Page No as it is written on your coversheet.

4.14.12 Press tab on your keyboard, and this will automatically update the *Total Pages* field.

4.14.13 Bring your cursor into the *ISBN/ISSN* field.
Enter the ISBN or ISSN number as it is written on your coversheet.
The ISBN should be entered in the format XXXXXXXXXXXXX in ResearchMaster. (For example, 9781843106029 is the ISBN for the book with the title 'The Spiritual Dimension of Childhood')
The ISSN should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN for the printed version of the Journal of Education and Work.)

4.14.14 Bring your cursor into the *Year Published* field.
Enter the year published as it is written on your coversheet.

4.14.15 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.

Click on the button "List data" on the left hand side of the screen to list the data available.

This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
  - ➢ Select 'School Title' in the 1st drop down list.
  - ➢ Select 'includes' in the 2nd drop down list.
  - ➢ Enter some letters of the AOU written on the coversheet.
  - ➢ Click on the button 'Search for Schools...'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.14.16 In the *Conf Start Date* field, type in the Start Date of the Conference as it is written on your coversheet in dd/mm/yyyy format.

4.13.17 In the *Name of Conference* field, type in the Name of the Conference as it is written on your coversheet.

4.14.18 In the *Editors* field, type in the Editors of the Conference Publication as it is written on your coversheet. You should enter the editors in the format: **A Smith**, where **A** is the first letter of the firstname and **Smith** is the lastname. If there is more than one editor, you should separate each editor by a comma. For example: **A Smith, B Jones.**

4.14.19 Follow the instructions from **4.10.15** to **4.10.23.**

4.15 Category K1 – ACU Refereed Journal & Category K2 – ACU Non-refereed Journal

4.15.1 Perform the step at **4.1** on page 11.

4.15.2 Bring your cursor into the *First ACU Editor* field. Enter the surname and first name/s of the first ACU editor as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Editor* field.
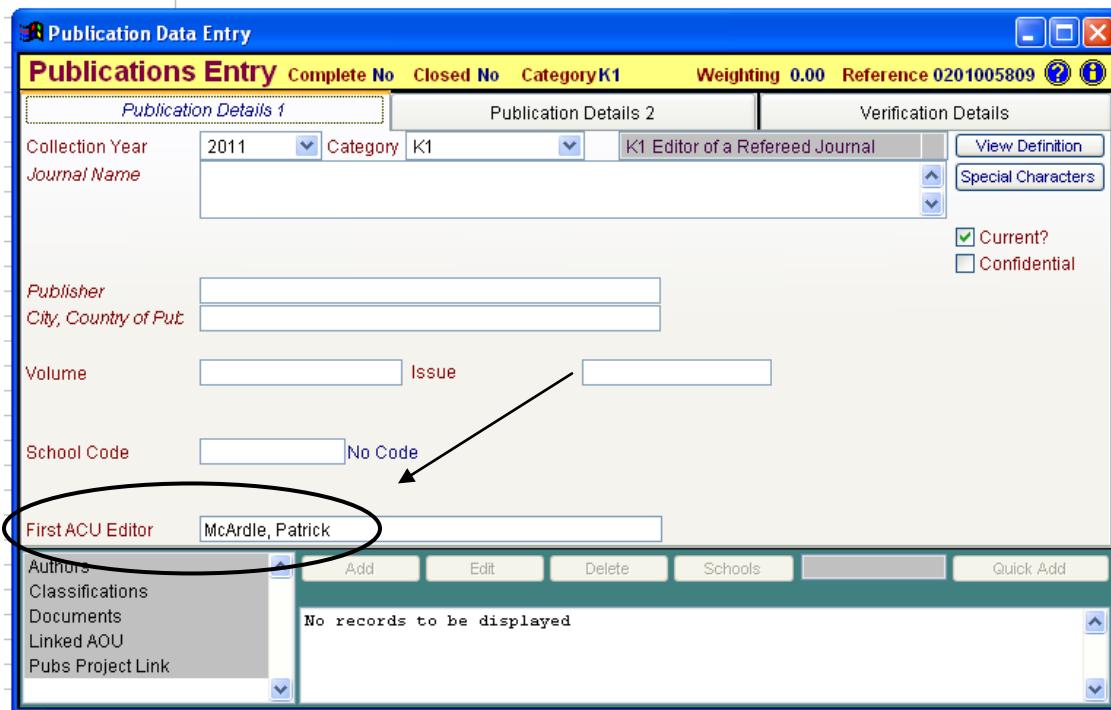
4.15.3 Bring your cursor into the *Journal Name* field.
Enter the Journal Name as it is written on your coversheet.

4.15.4 Bring your cursor into the *Publisher* field.
Enter the Name of the Publisher as it is written on your coversheet.

4.15.5 Bring your cursor into the *Country of Publication* field.
Enter the Country of Publication as it is written on your coversheet.

4.15.6 Bring your cursor into the *Volume* field.

Enter the Volume No as it is written on your coversheet.

4.15.7 Bring your cursor into the *Issue* field.
Enter the Issue No as it is written on your coversheet.

4.15.8 Bring your cursor into the *ISSN* field.
Enter the ISSN as it is written on your coversheet.
The ISSN should be entered in the format XXXX-XXXX in ResearchMaster. (For example, 1363-9080 is the ISSN for the printed version of the Journal of Education and Work.)

4.15.9 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools...' window.
- Click on the button 'Search for Schools...'
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
  - Select 'School Title' in the 1st drop down list.
  - Select 'includes' in the 2nd drop down list.
  - Enter some letters of the AOU written on the coversheet.
  - Click on the button 'Search for Schools...'
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
  - Select the publication record from the Control Desk window.
  - Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
  - On the right pane, click on the School Code entry you wish to edit.
  - Click on the 'Edit' button.
  - Using the drop-down lists available, change the school code and school name.
  - Click on the 'Save' button on the left hand side of the screen.

4.15.10 Click on 'Publication Details 2' tab.

4.15.11 Follow the instructions from **4.10.16** to **4.10.23**. Note that in section **4.10.18**, you will be adding the **editors** as listed on your coversheet.

4.16 Category R1 – ACU Other Externally Funded Research Projects

4.16.1 Perform the step at **4.1** on page 11.

4.16.2 Bring your cursor into the *Title of Project* field.
Enter the Title of the Project as it is written on your coversheet.

4.16.3 Bring your cursor into the *Funding Body* field.
Enter the name of the Funding Body as it is written on your coversheet.

4.16.4 Bring your cursor into the *Admin Institution* field.
Enter the name of the institution administering the funding as it is written on your coversheet.

4.16.5 Bring your cursor into the *Total $ for ACU* field.
Enter the Total $ amount received by ACU as it is written on your coversheet.

4.16.6 Bring your cursor into the *ACU Account Code* field.
Enter the ACU Account Code as it is written on your coversheet.

4.16.7 Bring your cursor into the *Year of the Project* field.
Enter the Year of the Project as it is written on your coversheet.

4.16.8 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools…' window.
- Click on the button 'Search for Schools…'
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
    ➢ Select 'School Title' in the 1st drop down list.
    ➢ Select 'includes' in the 2nd drop down list.
    ➢ Enter some letters of the AOU written on the coversheet.
    ➢ Click on the button 'Search for Schools…'
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.
Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:
    ➢ Select the publication record from the Control Desk window.

➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
➢ On the right pane, click on the School Code entry you wish to edit.
➢ Click on the 'Edit' button.
➢ Using the drop-down lists available, change the school code and school name.
➢ Click on the 'Save' button on the left hand side of the screen.

4.16.9 Click on 'Publication Details 2' tab.

4.16.10 Bring your cursor into the *Project Status* field.
▪ Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Project Status…' window.
▪ Click on the button 'Search for Project Status…'.
▪ Click on the Project Status you are looking for to select it.
▪ Click on the button 'Return Selected Code'.
This will bring you back to the 'Publication Data Entry' window with the selected Project Status.

4.16.11 Follow the instructions from **4.10.15** to **4.10.23**.

4.17 Category R2 – ACU Funded Staff Research Projects

4.17.1 Perform the step at **4.1** on page 11.

4.17.2 Bring your cursor into the *Title of Project* field.
Enter the Title of the Project as it is written on your coversheet.

4.17.3 Bring your cursor into the *Type of ACU Funding* field.

- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Type of ACU Fundings...' window.
- Click on the button 'Search for Type of ACU Fundings...'.
- Click on the Type of ACU Funding you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected Type of ACU Funding.

4.17.4 Bring your cursor into the *Scheme/Program Name* field.
Enter the Scheme/Program Name administering the funding as it is written on your coversheet.

4.17.5 Bring your cursor into the *ACU Account Code* field.
Enter the ACU Account Code as it is written on your coversheet.

4.17.6 Bring your cursor into the *Year of the Project* field.
Enter the Year of the Project as it is written on your coversheet.

4.17.7 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
  - ➢ Select 'School Title' in the 1st drop down list.
  - ➢ Select 'includes' in the 2nd drop down list.
  - ➢ Enter some letters of the AOU written on the coversheet.
  - ➢ Click on the button 'Search for Schools...'
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.

This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.
- ➢ On the right pane, click on the School Code entry you wish to edit.
- ➢ Click on the 'Edit' button.
- ➢ Using the drop-down lists available, change the school code and school name.
- ➢ Click on the 'Save' button on the left hand side of the screen.

4.17.8 Click on 'Publication Details 2' tab.

4.17.9 Bring your cursor into the *Project Status* field.

- ▪ Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Project Status...' window.
- ▪ Click on the button 'Search for Project Status...'.
- ▪ Click on the Project Status you are looking for to select it.
- ▪ Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected Project Status.

4.17.10 Follow the instructions from **4.10.15** to **4.10.23**.

4.18   Category R3 – ACU Unfunded Staff Research Projects

4.18.1 Perform the step at **4.1** on page 11.

4.18.2 Bring your cursor into the *Title of Project* field.
   Enter the Title of the Project as it is written on your coversheet.

4.18.3 Bring your cursor into the *Year of the Project* field.
   Enter the Year of the Project as it is written on your coversheet.

4.18.4 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the
   publication as it is written on your coversheet.
   Click on the button "List data" on the left hand side of the screen to list the data available.
      This will open the 'Find Schools...' window.
         ▪ Click on the button 'Search for Schools...'
            This will list all the AOUs already stored in ResearchMaster.
            In order to facilitate and narrow your search, use the search criteria available
             to you:
               ➢ Select 'School Title' in the 1st drop down list.
               ➢ Select 'includes' in the 2nd drop down list.
               ➢ Enter some letters of the AOU written on the coversheet.
               ➢ Click on the button 'Search for Schools...'
         ▪ Click on the AOU you are looking for to select it.
         ▪ Click on the button 'Return Selected Code'.
            This will bring you back to the 'Publication Data Entry' window with the
            selected AOU Code.
      Please Note: if you would like to **edit the School Code** after you have saved it, you will
      need to perform the following steps:
               ➢ Select the publication record from the Control Desk window.
               ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data
                 Entry' window.
               ➢ On the right pane, click on the School Code entry you wish to edit.
               ➢ Click on the 'Edit' button.
               ➢ Using the drop-down lists available, change the school code and school
                 name.
               ➢ Click on the 'Save' button on the left hand side of the screen.

4.18.5 Click on 'Publication Details 2' tab.

4.18.6 Bring your cursor into the *Project Status* field.

- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Project Status…' window.
- Click on the button 'Search for Project Status…'.
- Click on the Project Status you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected Project Status.

4.18.7 Follow the instructions from **4.10.15** to **4.10.23**.

4.19   Category P2 – ACU Postgraduate Supervision of Non-ACU HDR Students

4.19.1 Perform the step at **4.1** on page 11.

4.19.2 Bring your cursor into the *Thesis Title* field.
Enter the Dissertation or Thesis Topic Title as it is written on your coversheet.

4.19.3 Bring your cursor into the *Supervision Period* field.
Enter the Expected or actual period of supervision as it is written on your coversheet.
You should enter this data in the format **From: dd/mm/yyyy To: dd/mm/yyyy**

4.19.4 Bring your cursor into the *Year of Supervision* field.
Enter the Year of Supervision as it is written on your coversheet.

4.19.5 Click on 'Publication Details 2' tab.

4.19.6 Bring your cursor into the *Project Status* field.
- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Project Status...' window.
- Click on the button 'Search for Project Status...'.
- Click on the Project Status you are looking for to select it.

- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected Project Status.

4.19.7 Follow the instructions from **4.10.16** to **4.10.23**.

4.20   Category A1-N – Non-affiliated HERDC Book

4.20.1 Perform the step at **4.1** on page 11.

4.20.2 Follow the instructions in **section 4.2** for entering an A1 HERDC Book.
However, when you are at **4.2.20** and in the process of adding authors, you will need to:

1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.21 Category B1-N – Non-affiliated HERDC Book Chapter

4.21.1 Perform the step at **4.1** on page 11.

4.21.2 Follow the instructions in **section 4.3** for entering a B1 HERDC Book Chapter.
Please take note of the following:
- At **4.3.4**, just type in the full book title
- When you are at **4.2.20** and in the process of adding authors, you will need to:
  1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
  2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
  3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.22   Category C1-N – Non-affiliated HERDC Journal Article

4.22.1 Perform the step at **4.1** on page 11.

4.22.2 Follow the instructions in **section 4.4** for entering a C1 HERDC Journal Article.
However, when you are at **4.2.20** and in the process of adding authors, you will need to:
1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.23   Category E1-N – Non-affiliated HERDC Conference Paper

4.23.1 Perform the step at **4.1** on page 11.

4.23.2 Follow the instructions in **section 4.5** for entering an E1 HERDC Conference Paper.
However, when you are at **4.2.20** and in the process of adding authors, you will need to:
1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.24 Category J1-N – Non-affiliated Original Creative Work

4.24.1 Perform the step at **4.1** on page 11.

4.24.2 Follow the instructions in **section 4.6** for entering a J1 ACU Original Creative Work.
However, when you are at **4.2.20** and in the process of adding authors, you will need to:
1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.25 Category J2-N – Non-affiliated Curated or Produced Substantial Public Exhibitions and Events

4.25.1 Perform the step at **4.1** on page 11.

4.25.2 Follow the instructions in **section 4.7** for entering a J2 ACU Curated or Produced Substantial Public Exhibition and Event.

However, when you are at **4.2.20** and in the process of adding authors, you will need to:

1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.26   Category J3-N – Non-affiliated Live Performance of Creative Works

4.26.1 Perform the step at **4.1** on page 11.

4.26.2 Follow the instructions in **section 4.8** for entering a J3 ACU Live Performance of Creative Works. However, when you are at **4.2.20** and in the process of adding authors, you will need to:
1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.27 Category J4-N – Non-affiliated Recorded/Rendered Creative Works

4.27.1 Perform the step at **4.1** on page 11.

4.27.2 Follow the instructions in **section 4.9** for entering a J4 ACU Recorded/Rendered Creative Works. However, when you are at **4.2.20** and in the process of adding authors, you will need to:
1) Change the Type Grouping in 'Page 1' to External for the internal author(s).
2) Record the external organisation code of all authors, including the internal author(s). This will allow us to identify the institution to which the author is affiliated to on the research publication. (See the screenshot below).
3) When saving, the system will prompt you to click on 'Leave' or 'Clear'. Please click on 'Leave'.

4.28 Category G – Government Report

4.28.1 Perform the step at **4.1** on page 11.

4.28.2 Bring your cursor into the *First ACU Author* field. Enter the surname and first name/s of the first ACU author as it is written on your coversheet.
It is mandatory that you enter the data in the format: **Surname, Given name**
For example, Patrick McArdle should be entered as **McArdle, Patrick** in the *First ACU Author* field.
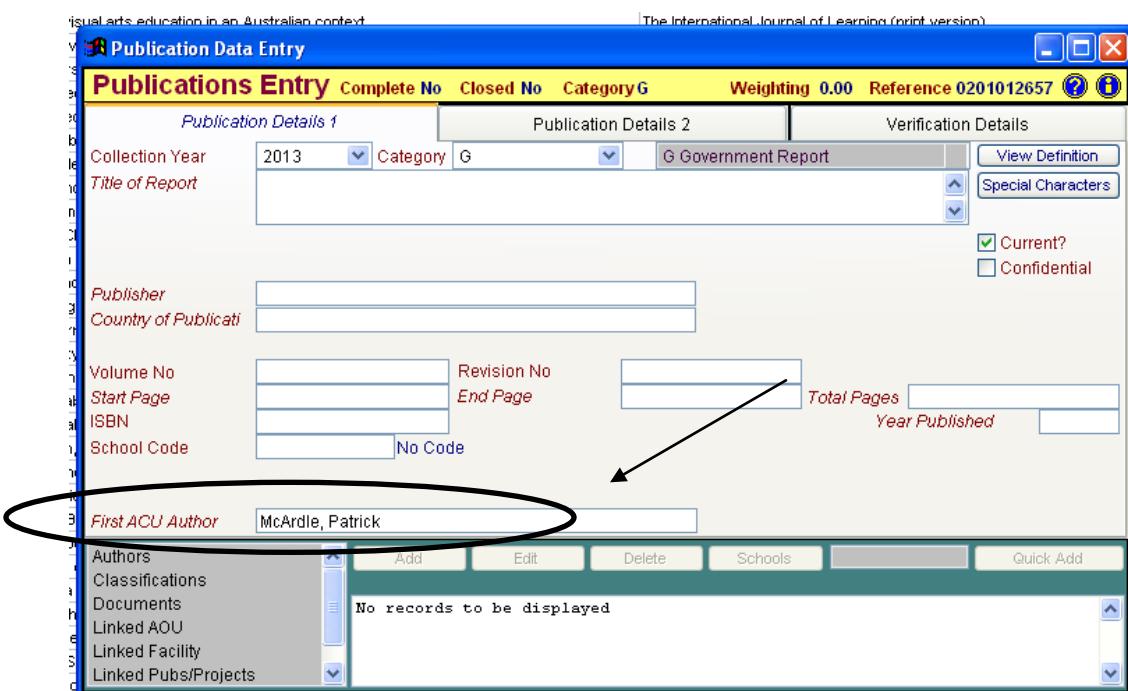
4.28.3 Bring your cursor into the *Title of Report* field and type in the title of the report as it is written on your coversheet.

4.28.4 Bring your cursor into the *Publisher* field.
Type in the Publisher as it is written on your coversheet.

4.28.5 Bring your cursor into the *Country of Publication* field.
Type in the Country of Publication as it is written on your coversheet.

4.28.6 Bring your cursor into the *Volume No* field.
Type in the Volume No as it is written on your coversheet.

4.28.7 Bring your cursor into the *Revision No* field.
Type in the Revision No as it is written on your coversheet.

4.28.8   Bring your cursor into the *Start Page* field.
Type in the Start Page Number as it is written on your coversheet.

4.28.9   Bring your cursor into the *End Page* field.
Type in the End Page Number as it is written on your coversheet.

4.28.10   Bring your cursor into the *ISBN* field.
Enter the ISBN as it is written on your coversheet.
The ISBN should be entered in the format XXXXXXXXXXXX in   ResearchMaster.
(For example, 9781843106029 is the ISBN for the book with the title 'The Spiritual Dimension of Childhood')

4.28.11   Bring your cursor into the *Year Published* field.
Enter the year published as it is written on your coversheet.

4.28.12 Bring your cursor into the *School Code* field. In this field, we will record the AOU of the publication as it is written on your coversheet.
Click on the button "List data" on the left hand side of the screen to list the data available.
This will open the 'Find Schools...' window.

- Click on the button 'Search for Schools...'.
  This will list all the AOUs already stored in ResearchMaster.
  In order to facilitate and narrow your search, use the search criteria available to you:
    - ➢ Select 'School Title' in the 1st drop down list.
    - ➢ Select 'includes' in the 2nd drop down list.
    - ➢ Enter some letters of the AOU written on the coversheet.
    - ➢ Click on the button 'Search for Schools...'.
- Click on the AOU you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected AOU Code.

Please Note: if you would like to **edit the School Code** after you have saved it, you will need to perform the following steps:

- ➢ Select the publication record from the Control Desk window.
- ➢ Click on the 'View Selected Record' button on the left hand side of the screen.
- ➢ This will open the 'Publication Data Entry' window with the selected record.
- ➢ Click on 'Linked AOU' in the bottom section of the 'Publication Data Entry' window.

> ➢ On the right pane, click on the School Code entry you wish to edit.
> ➢ Click on the 'Edit' button.
> ➢ Using the drop-down lists available, change the school code and school name.
> ➢ Click on the 'Save' button on the left hand side of the screen.

4.28.13   Click on 'Publication Details 2' tab.

4.28.14   Bring your cursor into the *DOI* field.
Enter the DOI (Digital Object Identifier) as it is written on your coversheet.

4.28.15   Bring your cursor into the *Web Link to Report* field.
Enter the web link to the report as it is written on your coversheet.

4.28.16   By using the Tab key on your keyboard, move to the *Project Code* field.
This field refers to the funded project details recorded at the bottom of your coversheet (just above the 'Declaration of Authorship').

- Click on the button "List data" on the left hand side of the screen to list the data available.
  This will open the 'Find Projects…' window.
- Click on the button 'Search for Projects…'.
  This will list the funded projects already stored in ResearchMaster.
- Click on the project you are looking for to select it.
- Click on the button 'Return Selected Code'.
  This will bring you back to the 'Publication Data Entry' window with the selected project.

4.28.17   By using the Tab key on your keyboard, move to the *Date* field and enter today's date in dd/mm/yyyy format. (This date refers to the date that you are actually performing the data entry.)

4.28.18   Click on the 'Save' button on the left hand side of the screen.
This will bring you to the bottom part of the 'Publication Data Entry' field. This is the related data entry section.

4.28.19   Adding Authors

- In the related data entry section, select 'Authors' on the left pane.
- Click on the button 'Add' to input the author(s) as listed on your coversheet.
  This will open the 'Add Contributor Form' window.
  Please Note: You <u>must</u> enter all the authors listed on your coversheet, including the author you specified earlier in the field *First ACU Author.*

- Click on the 'Search' button.

  This will list all the persons already stored in ResearchMaster.

  Please Note: To facilitate and narrow your search, you are encouraged to use the *Surname* field in the search criteria.

- Click on the author you are looking for to select it.
- Click on the button 'Copy details to fields'
- For authors who are **ACU members**, you <u>must</u> use the 'Search' function (as explained above) to select the author. If the ACU member you are looking for is not in the list, please send an email to res.performance@acu.edu.au
- For **external authors**, you <u>must</u> still start by searching for the authors already in ResearchMaster. If the person is not in the list, click on the 'Create New Person' button.

  This will automatically generate the value in the *Contributor Code* field, and move the cursor to the *Surname* field.

  By using the Tab key on your keyboard to move across the fields, enter the *Surname, Given Name, Title*, and *Gender.*

  For the *Type Grouping* field, select **External** to mark the fact that this is an external author.

  Please Also Note: Internal authors who are now external authors and vice versa.

  You can change their status through the *Type Grouping* field to match with what is stated on the publication.

  You <u>should</u> afterwards, send an email to res.performance@acu.edu.au, to advise Research Services of the change you made to the author's type grouping.

- **If you have selected an external author**, move to 'Page 2' tab and then, bring your cursor into the *Ext.Organisation Code* field.
    - Click on the button "List data" on the left hand side of the screen to list the data available.

      This will open the 'Find Organisations...' window.
    - Click on the button 'Search for Organisations...'.

      This will list the organisations already stored in ResearchMaster.
    - Click on the organisation you are looking for to select it.
    - Click on the button 'Return Selected Code'.

      This will bring you back to the 'Add Contributor Form' window with the selected organisation.

  Please Note: if the organisation you are looking for is not in the list, please download and complete the External Organisation Request form available at

  http://www.acu.edu.au/research/support_for_researchers/research_master

  under Help and Resources.
- Click on the 'Save' button on the left hand side of the screen.

This will bring you back to the 'Publications Data Entry' screen with the newly added author.

Repeat the steps in **4.28.19** if you want to add another author.

- You can use the 'Quick Add' button to quickly add an author to the list if you already know the author's ResearchMaster code. Just bring your cursor into the white box on the left of the 'Quick Add' button. Then, enter the code and press on the 'Quick Add' button.
- You can use the 'Edit' button to edit the details of an author you have already entered.
- You can use the 'Delete' button to delete an author you have previously entered.

4.28.20 Linking the AOUs

- In the related data entry section, select 'Linked AOU' on the left pane.
  This will show you the schools/centres/institutes already connected to this publication record.
  If you have previously added more than one author and they are from different schools/centres/institutes, then you need to do the following:
  - Click on the 'Add' button.
    This will open the 'School Entry' window.
  - For each author listed, click on the button 'copy'.
    This will list all the schools related to each author at the bottom of the 'School Entry' window.
  - Adjust the percentage numbers (at the bottom of the 'School Entry' window) so that they all total up to 100%.
  - Click on the 'Save' button on the left hand side of the screen.
    This will bring you back to the 'Publications Data Entry' screen with all the linked AOUs listed in the related data entry section.

4.28.21 Adding Classifications

- In the related data entry section, select 'Classifications' on the left pane.
- Click on the 'Add' button.
  This will open the 'Classification Details Entry' window.
- For the *Classification Type* field,
  for TOA, select 'ABS Type of Activity Code'
  for FOR, select 'ANZSRC Field of Research Codes'
  for SEO, select 'ANZSRC Socio Economic Objective Codes'
- In the Classification Code field, type in the 'CODE No' as it is written on your coversheet.
  Please Note: RM will accept only 6 digit FOR/SEO codes.

- In *Percentage* field, type in the % number as written on your coversheet.
- For each Type entered, tick the box 'Primary Code of this type' <u>only when entering the one with the highest percentage.</u>
  Please Note: If one Type holds only 2 codes, and both codes have 50% as percentage, you can make any one of these 2 codes become the primary code by ticking on the box 'Primary Code of this type'.

4.28.22 Once the Classifications have been added, do the following:
- Click on the 'Modify Selected Record' button.
  This will open the 'Publication Data Entry' window.
- Select the 'Publication Details 2' tab.
- Tick the box 'Record Complete'.

4.28.23 Click on the 'Verification Details' tab.
- Tick the box 'Verified'
- Tick the box 'Evidence Sighted'
- Enter the Verification Date as the date signed by the Head of School.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

5   Modifying an existing record

5.1   Modifying the top part of the Publications Entry window

- Set the 'Control Desk' window as the active window – see the instructions in 3.1.
- On the 'Control Desk' window, click on the record you wish to modify.
- Click on the 'Modify Selected Record' button on the left hand side of the screen. This will open the 'Publication Data Entry' window with the selected record.
- You can now make changes to the data in the top part of the Publications Entry window.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

5.2   Modifying the bottom part of the Publications Entry window

- Set the 'Control Desk' window as the active window – see the instructions in 3.1.
- On the 'Control Desk' window, click on the record you wish to modify.
- Click on the 'View Selected Record' button on the left hand side of the screen. This will open the 'Publication Data Entry' window with the selected record.
- You can now make changes to the data in the bottom part of the Publications Entry window.
- Click on the 'Save' button on the left hand side of the screen.
- Close the 'Publication Data Entry' window.

Please note:

In order to see the changes reflected in the record you modified, you need to click on the 'Display find criteria screen' button on the left hand side of the screen.

This will open the 'Publications Selection Criteria' window. Click on the button 'Find Records', and then set the 'Control Desk' window as the active window. – see the instructions in 3.1.

6 Viewing an existing record

- Set the 'Control Desk' window as the active window – see the instructions in 3.1.
- On the 'Control Desk' window, click on the record you wish to view.
- Click on the 'View Selected Record' button on the left hand side of the screen.
  This will open the 'Publication Data Entry' window with the selected record.

Please Note: as explained in **5.2** above, clicking on the button 'view selected record' also allows you to get immediate access to the bottom part of the Publications Entry window and hence, edit any data you have already entered in this section.

7 Deleting an existing record

If you wish to delete a record from the Control Desk, you need to send an email to
res.performance@acu.edu.au, quoting
1) the RM Reference No
2) the reason for deleting the record

8   Reports

Publication reports can be generated from Orion or from the ResearchMaster application on your desktop. Orion is however, the preferred option to generate reports because it provides a more user-friendly interface.

This section is divided into 2 parts:

- Section **8.1**: Running a report from **Orion** (preferred option)
- Section **8.2**: Running a report from **ResearchMaster** application on your desktop
    i. **8.2.1:** basic steps
    ii. **8.2.2:** some examples

8.1   Running a report from Orion (preferred option)

Step 1: Access Orion
1) Please access Orion at https://orion.acu.edu.au
2) Enter your ACU staff username and password
3) Click on the 'Log in' button
4) In the 'Publications' menu, click on 'View Publications List'

Step 2: Select the Report Type
- Select 'Managing Unit Publication List' to retrieve a faculty wide report (depending on your level of access, you may not be eligible to retrieve a faculty wide report. Please email res.performance@acu.edu.au if you require more information.)
- Select 'AOU Publication List' to retrieve a school/centre wide report.
- Select 'Individual Publication List' to retrieve a report for a specific person.

Step 3: Select the Report Name
Select 'Publication List' to retrieve a report in citation format.

Step 4: Enter the Selection Criteria
The 'Year Created' refers to the 'Year Published'

Step 5: Select an option in 'Managing Unit and AOU based on'
- Select 'Publication Record' to have your report based on the school code (AOU code) recorded in the top part of the publication record in ResearchMaster.
- Select 'Contributor Record' to have your report based on the AOU code attached to the author in the 'Authors' related items in the bottom part of the publication record in ResearchMaster.

Step 6: Generate your report
Select your report format in the 'Output Type' options and click on 'Generate Report'

8.2 Running a report from ResearchMaster application on your desktop

8.2.1 Basic Steps

Step 1: Target your publications

Your control desk should only display the publications that must appear in your report.

1) Click on the button 'Display find criteria screen' on the left vertical menu.

   This will open the 'Publications Selection Criteria' window.

2) In order to retrieve the targeted publications, refine your search by entering values in the different fields. (Refer to section 3.2 – Finding a particular record)

3) When you are happy with the search criteria you have specified, click on the button 'Find Records'.

You can repeat steps 1 to 3 until you are satisfied that your control desk displays all the publications that should appear on your report.

Step 2: Display, Print or Save your report

1) Click on the 'Display Print Screen' button.
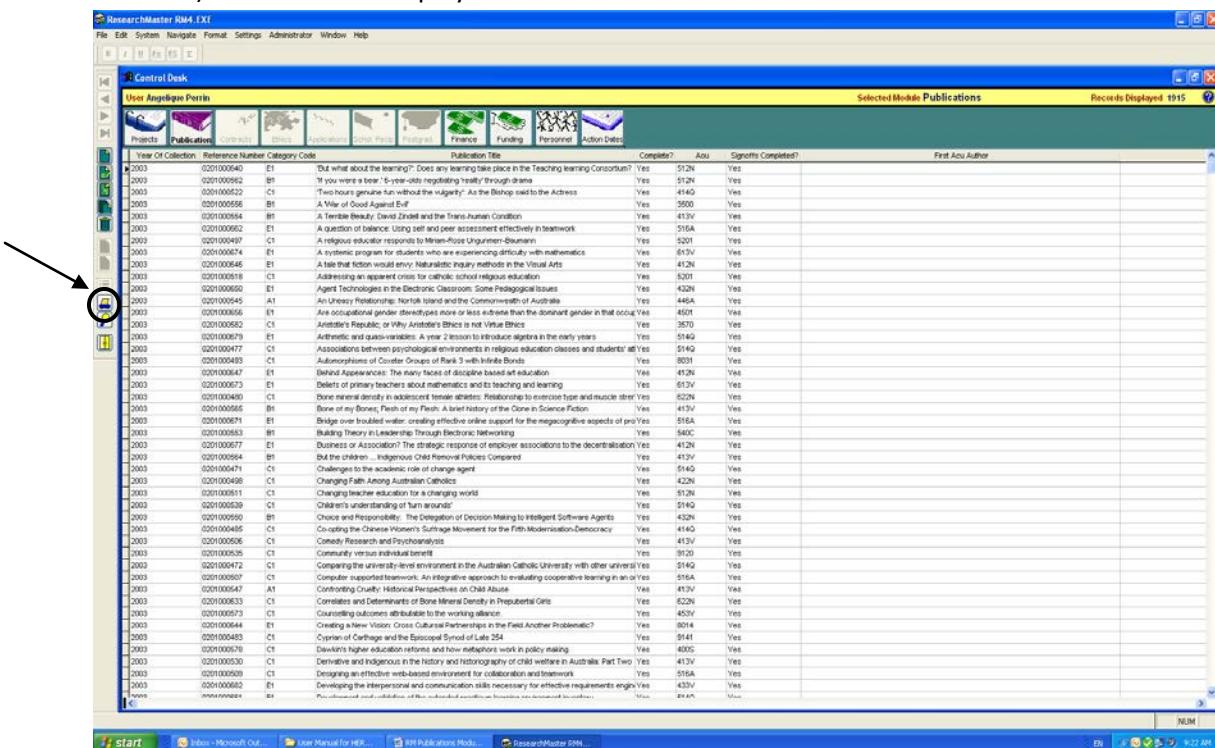
This will open the 'Publications Report Selection' window.

2) Select the Report Group and Report Name according to the Report Description given on the screen.

3) The **Screen** button →allows you to view the report from the screen.

   The **Printer** button →allows you to print a hard copy of the report.

95

The **File** button → allows you to save the report in a specific file format. (This will be covered in step 3 below)

Step 3: Choose the format for your report

Before you can click on the **File** button, you need to select the 'File Output Type'.
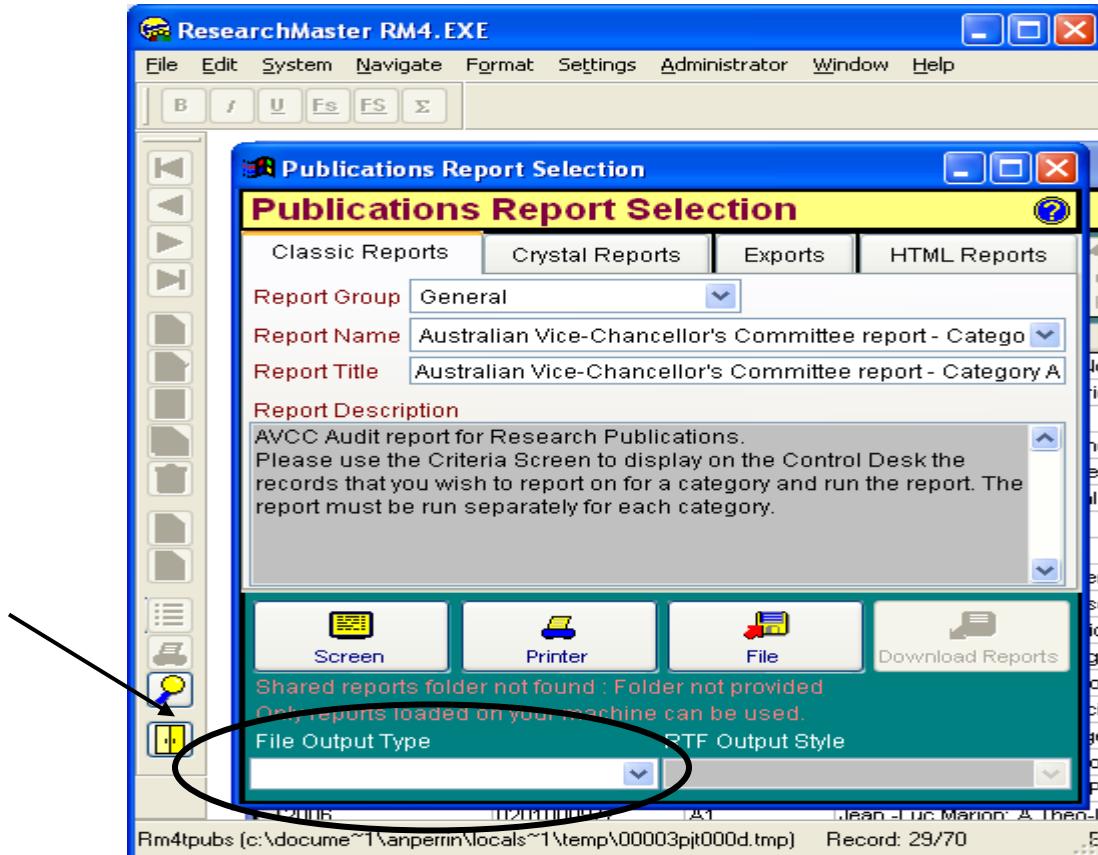
Whatever you choose in the drop down list, will determine the format of your report. You can present your report in the following formats:

- **Ms Excel** → select Microsoft Excel 5.0 (.xls) in the drop-down list.

  This will then prompt you to save the file.

  After you have saved the file and opened it, you will see that the column names are not comprehensible. The next step is to customise the column names in the Excel file to meet your reporting requirements. We will explain the meaning of the column headings in the table and Examples in section 8.2 below.

- **Ms Word (APA, Chicago or Harvard styles of referencing)** → you will need to run the report in Ms Excel as specified above. Then, a Mail Merge needs to be processed in Ms Word. Before processing the Mail Merge you will need to customise the column names in the Excel spreadsheet (refer to the table on

section 8.2) to meet the specific requirements for the style of referencing. The examples in section 8.2 will provide detailed steps on how to achieve this.

8.2.2 Examples

Example 1: Report of all publications from **one or more AOUs** and **published in one or more specific years.**

Step 1: Target your publications
1) Click on the button 'Display find criteria screen' on the left vertical menu.
   This will open the 'Publications Selection Criteria' window.
2) Place your cursor in the *School* field
   If you want to retrieve publications from 1 specific AOU, use the operator 'Equal To'
   If you want to retrieve publications from more than 1 specific AOU, use the operator 'In List'
3) While your cursor is in the School field, click on the button 'List Data' on the left vertical menu and retrieve the AOU(s) that you need.
4) Place your cursor in the *Year of Collection* field
   If you want to retrieve publications published during 1 specific year, use the operator 'Equal To'.
   For example, if you want to retrieve publications published during 2005, you would put the *Year of Collection* field as 'Equal To' 2006.
   If you want to retrieve publications published in more than 1 specific year, use the operator 'Between'.
   For example, if you want to retrieve publications published from 2003 to 2009, you would put the *Year of Collection* field as 'Between' 2004 & 2010.
5) Click on the button 'Find Records' and close the 'Publications Selection Criteria' window.
   This will display all the targeted publications on the control desk.

Step 2: Display, Print or Save your report
1) Click on the 'Display Print Screen' button.
   This will open the 'Publications Report Selection' window.
2) Select the Report Group as 'General'
3) Select the Report Name as '**Publications by AOU – Detailed**'
4) If you just want to view the report from your screen, click on the Screen button
5) If you just want to print the report that is displayed on your screen, click on the Printer button

6) If you want to run your report in Ms Excel or Ms Word, please go to step 3 below.

Step 3: Choose the format for your report

If you want your report to be presented in **Ms Excel**:

1) Select the 'File Output Type' as **Microsoft Excel 5.0 (.xls)** in the drop-down list.
2) Click on the File button.
   This will prompt you to save your file.
3) After you have saved your file, go to the location on your computer where it has been saved, and then open your file.
4) You will see that the column names are not comprehensible.
   Change or Delete the column names as indicated below.
   (Please note:
   - The columns mentioned below have been sorted in **alphabetical order** for making it easier for you to search through the table for a column name.
   - Some of the columns listed below might not be visible in your report. If there is a column name in your report that does not figure in the list below and you are not sure what this column represents, please send an email to res.performance@acu.edu.au and attach your excel sheet for reference.
   - Deleting the columns below is optional. If you want to use the Mail Merge feature to present your report in Ms Word, you can save time by just changing the column names that are necessary for the Mail Merge.)

Change/Delete	From	To	Note
Delete	caou		
Delete	cfor		
Delete	cpubcat		
Change	cref	RM Reference No	
Change	eaou	AOU Code	
Delete	eclass		
Delete	efor		

Change/Delete	From	To	Note
Delete	epubaou		
Change	epubcat	HERDC Category	
Delete	lcomplete		
Delete	levidclaim		
Delete	levidrcvd		
Delete	mdesc		
Delete	mkeywords		
Delete	mmissing		
Delete	nchapters		
Delete	ndeetwtng		
Change	npages	No of Pages	
Delete	npercent		
Delete	nrawwtng		
Change	ntotchap	No of Chapters	
Change	saou	AOU Description	
Change	sauthors	1st Author	For publication records where there is more than 1 author, put each other author in a new column and name the columns as '2nd Author', '3rd Author', etc...
Change	scatname	HERDC Category Name	
Delete	sclassname		
Delete	sclasstype		
Delete	scust1		
Delete	scust2		
Delete	scust3		
Delete	scust4		
Delete	scust5		
Delete	scust6		
Change	sedition	Edition No	
Change	seditor	Editors	
Delete	selecloc		
Delete	selocatc		

Change/Delete	From	To	Note
Change	sendpag	End Page No	
Delete	sfor		
Change	sisbnissn	ISBN/ISSN	
Delete	slanguage		
Delete	slocation		
Delete	smedium		
Change	snumber	Issue No	
Change	sparentdoc	Book Title(B1) or Journal Name(C1) or Conference Publication Name(E1)	
Change	splaceact	Location of Conference	
Change	splacepub	Location	
Change	spublisher	Publisher	
Change	spubtitle	Book Title(A1), Chapter Title(B1), Journal Article Title(C1), Conference Paper Title(E1)	
Change	sstartpag	Start Page No	
Change	svolume	Volume No	
Change	syear	Year of Collection	
Change	syrcreate	Year Published	
Change	tdateact	Conference Start Date	

If you want your report to be presented in **Ms Word (APA, Chicago or Harvard styles of referencing)**:

1) You should first run your report in Ms Excel as explained above.
2) Using the Mail Merge facility in Ms Word, you can present your publication records in APA, Chicago or Harvard styles of referencing.
   The table below provides the template you can use for each HERDC category.

APA	
A1	«1st Author», «2nd Author», & «3rd Author» («Year Published»). «Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) ». «Location»:«Publisher».«Next Record»
B1	«1st Author», «2nd Author», & «3rd Author» («Year Published»). «Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) ». In «Editors» (Eds.), « Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) » (pp. «Start Page No»-«End Page No»). «Location»:«Publisher».«Next Record»
C1	«1st Author», «2nd Author», & «3rd Author» («Year Published»). «Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) ». « Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) », «Volume No»(«Issue No»), «Start Page No»-«End Page No».«Next Record»
E1	«1st Author», «2nd Author», & «3rd Author» («Year Published»). «Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) ». *« Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) »*. «Location»:«Publisher».«Next Record»
Chicago	
A1	«1st Author», «2nd Author», and «3rd Author». *«Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »*. «Location»:«Publisher», «Year Published». «Next Record»
B1	«1st Author», «2nd Author», and «3rd Author». "«Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »." In « Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) », edited by «Editors», «Start Page No»-«End Page No». «Location»:«Publisher», «Year Published». «Next Record»
C1	«1st Author», «2nd Author», and «3rd Author». "«Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »." *« Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) »* «Volume No», no. «Issue No» («Year Published»): «Start Page No»-«End Page No». «Next Record»
E1	«1st Author», «2nd Author», and «3rd Author», «Year Published». *«Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »: « Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) »*. «Location»:«Publisher». «Next Record»
Harvard	
A1	«1st Author», «2nd Author», & «3rd Author» «Year Published», «Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) », «Publisher», «Location». «Next Record»
B1	«1st Author», «2nd Author», & «3rd Author» «Year Published», '«Book

	Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »', in «Editors» (Eds.), *« Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) »,* «Publisher», «Location», pp. «Start Page No»-«End Page No». «Next Record»
C1	«1st Author», «2nd Author», & «3rd Author» «Year Published», '«Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »', *« Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) »,* vol. «Volume No», no. «Issue No», pp. «Start Page No»-«End Page No». «Next Record»
E1	«1st Author», «2nd Author», & «3rd Author» «Year Published», '«Book Title (A1), Chapter Title (B1), Journal Article Title (C1), Conference Paper Title (E1) »' in *« Book Title (B1) or Journal Name (C1) or Conference Publication Name (E1) »,* «Publisher», «Location», pp. «Start Page No»-«End Page No». «Next Record»

Example 2: Report of all publications from **one or more specific authors** and **published in one or more specific years.**

Step 1: Target your publications

1) Click on the button 'Display find criteria screen' on the left vertical menu. This will open the 'Publications Selection Criteria' window.
2) Click on the 2nd tab 'Related From Publications'
3) In the first drop down list (under the title 'Table'), select 'Authors'.
4) In the second drop down list (under the title 'Field'), select the 'Surname' field.
5) If you need to report the publications of only one author, use the operator 'Equal To'.
   If you need to report the publications of several authors, use the operator 'In List'.
6) In the 'Value(s)' field, enter the surname of the Author. If you have more than one author, enter the surnames separated by a comma. For example, 'Smith, Jones, Andrews'
7) Place your cursor in the *Year of Collection* field
   If you want to retrieve publications published during 1 specific year, use the operator 'Equal To'.
   For example, if you want to retrieve publications published during 2005, you would put the *Year of Collection* field as 'Equal To' 2006.

If you want to retrieve publications published in more than 1 specific year, use the operator 'Between'.

For example, if you want to retrieve publications published from 2003 to 2009, you would put the *Year of Collection* field as 'Between' 2004 & 2010.

8) Click on the button 'Find Records' and close the 'Publications Selection Criteria' window.

This will display all the targeted publications on the control desk.

Step 2: Display, Print or Save your report

1) Click on the 'Display Print Screen' button.

This will open the 'Publications Report Selection' window.

2) Select the Report Group as 'General'

3) Select the Report Name as '**Publications by Author – Detailed**'

4) If you just want to view the report from your screen, click on the Screen button

5) If you just want to print the report that is displayed on your screen, click on the Printer button

6) If you want to run your report in Ms Excel or Ms Word, please go to step 3 below.

Step 3: Choose the format for your report

Please follow the same instructions as **Step 3 in Example 1**.

Example 3: Report of all publications from **one or more specific HERDC categories** and **published in one or more specific years.**

Step 1: Target your publications

1) Click on the button 'Display find criteria screen' on the left vertical menu.

This will open the 'Publications Selection Criteria' window.

2) Place your cursor in the *Category Code* field

3) If you need to report the publications of only one category, use the operator 'Equal To'.

If you need to report the publications of several categories, use the operator 'In List'.

4) In the 'Value(s)' field, enter the category. If you have more than one category, enter the values separated by a comma. For example, 'A1, B1, C1'.

5) Place your cursor in the *Year of Collection* field

If you want to retrieve publications published during 1 specific year, use the operator 'Equal To'.

For example, if you want to retrieve publications published during 2005, you would put the *Year of Collection* field as 'Equal To' 2006.

If you want to retrieve publications published in more than 1 specific year, use the operator 'Between'.

For example, if you want to retrieve publications published from 2003 to 2009, you would put the *Year of Collection* field as 'Between' 2004 & 2010.

6) Click on the button 'Find Records' and close the 'Publications Selection Criteria' window.

This will display all the targeted publications on the control desk.

Step 2: Display, Print or Save your report

1) Click on the 'Display Print Screen' button.

This will open the 'Publications Report Selection' window.

2) Select the Report Group as 'General'

3) Select the Report Name as '**Publications by Category – Detailed**'

4) If you just want to view the report from your screen, click on the Screen button

5) If you just want to print the report that is displayed on your screen, click on the Printer button

6) If you want to run your report in Ms Excel or Ms Word, please go to step 3 below.

Step 3: Choose the format for your report

Please follow the same instructions as **Step 3 in Example 1**.